

# Lancasterian Primary School

A safe and welcoming learning community where:

- we all aim high;
- everyone is included;
- creativity is valued.



## COVID Management Plan – January 2022 v3

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## A.) Shielding, Isolating & Sickness Monitoring

Action	When	Lead(s)	Resources
<p>1. Ensure that the vast majority of pupils attend school. It should be noted that:</p> <ul style="list-style-type: none"> <li>✓ 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 required to quarantine following travel outside the common travel area.</li> <li>✓ children who were previously classed as Clinically Extremely Vulnerable can attend school.</li> </ul> <p>Clinical studies have shown that children and young people, including those originally considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable. A letter has been sent by the Department of Health and Social Care to the families of children and young people who were previously classified as CEV informing them of this change.</p>	Ongoing	SLT	n/a
<p>2. Inform pupils (and their parents or guardians or family member) and staff that have travelled internationally that they may need to quarantine, in accordance with government guidance.</p>	Ongoing	SLT	n/a
<p>3. Updated DfE Contingency Framework guidance on 13/10/21 states that, 'Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again. Individuals previously identified as CEV are advised to continue to follow the guidance on <a href="#">how to stay safe and help prevent the spread of COVID-19</a>. Individuals should consider advice from their health professional on whether additional precautions are right for them.'</p>	From 13/10/21	SLT	n/a

<p>4. Support the return of most staff to school in September. Following the reduction in the prevalence of coronavirus and government guidance concerning the reopening of schools:</p> <ul style="list-style-type: none"> <li>✓ Staff who are clinically extremely vulnerable can attend school; they must follow the system of controls to minimise the risks of transmission.</li> <li>✓ Staff who are clinically vulnerable can attend school; they must follow the system of controls to minimise the risks of transmission.</li> <li>✓ Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace and should continue to ensure they maintain good prevention practice in the workplace and at home.</li> <li>✓ Specific available guidance for pregnant employees should be followed as part of the workplace pregnancy risk assessment process because pregnant women are considered clinically vulnerable; read more guidance and advice on coronavirus and pregnancy from the Royal College of Gynaecologists (<a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</a>). Vaccination should be offered to pregnant women at the same time as the rest of the population, based on age and clinical risk. Pregnant women should be offered the Pfizer-BioNTech or Moderna vaccines unless they have already had one dose of the Oxford-AstraZeneca vaccine, in which case they should complete the course with Oxford-AstraZeneca</li> <li>✓ The measures put in place outlined in this plan – which follows government guidance – will significantly reduce risk to all.</li> <li>✓ We do not anticipate that childcare should present a barrier to staff returning to school, since most childcare provisions will be open as usual from September.</li> </ul>	Ongoing	All staff	n/a
<p>5. In relation to the placement of CEV staff, DfE guidance for September opening states:</p> <ul style="list-style-type: none"> <li>✓ <i>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</i></li> <li>✓ <i>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</i></li> <li>✓ <i>Staff in schools who are CEV should currently attend their place of work if they cannot work from home. DHSC will publish updated guidance before Step 4. We welcome your support in encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.</i></li> </ul> <p>It should be taken into consideration when considering placement for CEV staff that whilst older children are better able to socially distance, case prevalence is lower amongst lower aged children (e.g. WB 7/7/21 in Haringey, 50.1 cases per 100,000 in 0-4 year olds, 222 per 100,000 in 5-9 year olds and 233.1 per 100,000 in 10 – 14 year olds). It could therefore be argued either way: that CEV staff are safer with older or younger primary school children.</p>	From 1/9/21	SLT and CEV staff	n/a

<p>In light of all of the above, and given the absence of any further specific guidance on placement of CEV staff within school, from 1/9/21 CEV staff will be able to work across the school rather than being limited to Y5/6, as has happened previously. As per the guidance above, CEV staff may wish to take extra precautions to protect themselves, such as use of PPE, ensuring consistent social-distancing with other adults and taking opportunities for vaccine boosters.</p>			
<p>6. For staff who continue to have concerns about being at work, including any BAME (Black, Asian and Minority Ethnic) staff who feel more at risk, extra precautions in relation to this are being taken by:</p> <ul style="list-style-type: none"> <li>✓ ensuring that we engage and communicate with ALL staff, including BAME, with regards to these COVID Management Plans;</li> <li>✓ ensuring that ALL are aware that they must raise any concerns specific to them/their roles to their line managers for further discussion if these are not covered by this plan and the whole school risk assessment;</li> <li>✓ carrying out individual risk assessments for any staff where it is agreed that their specific concerns/needs are not covered by this plan and the whole school risk assessment (Haringey have produced an Individual Risk Assessment Template that would be suitable for the purpose of assessing individual staff members' needs);</li> <li>✓ ensuring that we consider the specific needs relating to staff anxieties in our staff mental health support/well-being activities;</li> <li>✓ ensuring that BAME voices are heard in decision-making at SLT and school governor level – we have BAME representation in both of those groups.</li> </ul>	Ongoing	All staff	n/a
<p>7. Initial Teacher Training trainees can continue to go into their host school or college on placement. Trainees who go to their placement should be offered coronavirus (COVID-19) testing in the same way other school staff are. They are expected to follow all control measures put in place by host schools.</p>	Ongoing	Julia	n/a
<p>✓ Suspected cases and confirmed cases should be managed as follows:</p> <p><u>Suspected cases:</u></p> <p>Any child or staff member experiencing any of the following:</p> <ul style="list-style-type: none"> <li>✓ a new, continuous cough*; or</li> <li>✓ a high temperature (a temperature of 37.9C or more is usually considered a high temperature); or</li> <li>✓ a loss of, or change in, their normal sense of taste or smell (anosmia);</li> </ul> <p>must remain at home or be sent home immediately, told to get tested, and start self-isolation regardless of what a lateral flow test may indicate.</p>	Ongoing	All Staff	n/a

\*A cough is common with a cold, so any staff member or child sent home due to coughing, should have been coughing repeatedly for more than an hour (or had three or more coughing episodes over 24 hours – which are prolonged periods of coughing)

Please note:

- ✓ the child should have a PCR test;
- ✓ if the child does have a test and it is negative, the child can stop self-isolation and the child can return to school as soon as they feel well and no longer have Coronavirus symptoms;
- ✓ if a child does not get tested, we still expect them to self-isolate for 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;
- ✓ the child must access Individual Remote Education as per the school's Remote Education Policy. The school will provide a device if required.
- ✓ the child's bubble can continue going to school.

#### Confirmed Cases

COVID can be identified through either a PCR or lateral flow test. Both will immediately be treated as confirmation of COVID, but anyone testing positive for COVID on a lateral flow test who also has symptoms should also get a PCR test.

Self-isolation for confirmed Coronavirus cases has been reduced from 10 days to 5 days for children below the age of 18 years and 6 months and vaccinated adults, as long as LFD tests are used to check that the virus has cleared. As such, if a child or vaccinated adult has a positive test outcome:

- they should isolate for at least 5 days from the onset of their symptoms – the 10 day isolation period has been reduced to 5 days, unless you cannot test for any reason.
- they must take LFD tests on day 5 and day 6 of their isolation period. Those who receive two negative test results are no longer required to complete 10 full days of isolation. The first test must be taken no earlier than day 5 of the isolation period and tests must be taken 24 hours apart. If both these test results are negative, and they do not have a high temperature, they may end their isolation after the second negative test result and return to school. PLEASE NOTE: if the LFD tests are taken early morning and day 5 and day 6 and both are negative, they can return to school on day 6. This also applies to children under 5, with testing at parent/carer discretion; if the parent/carer are unable to test the child, then they must complete the full 10 days of isolation.

- if the LFD tests on day 5 or day 6 are positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.
- if no tests are taken, then a full 10 day isolation period will need to be completed.
- in all cases, staff and pupils can only 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. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.
- if someone has tested positive whilst not experiencing symptoms but develops symptoms during isolation, they should restart the isolation period from the day they develop symptoms.
- children who are well enough must access Individual Remote Education as per the school's Remote Education Policy. The school will provide a device if required.

Any close contact staff or children identified through the NHS Track and Trace service after the confirmed case's PCR test result will be contacted directly by NHS and advised accordingly. The school will no longer routinely be sending bubbles home.

School will also identify close contacts using the Risk Assessment Checklist (Appendix vi) and contact tracing questions. For primary schools, close contacts will usually be those children and staff who are known to have had very close contact with the positive case, such as those sitting at the same table or who are very close friends with the pupil.

Close contacts are not required to self-isolate if any of the following apply:

- ✓ they are fully vaccinated
- ✓ they are below the age of 18 years and 6 months
- ✓ they have taken part in or are currently part of an approved COVID-19 vaccine trial
- ✓ they are not able to get vaccinated for medical reasons

Any close contacts who don't meet one of the 4 conditions above will need to self-isolate and get a PCR test. They should complete the full 5/10 day isolation regardless of test result.

Close contacts who meet one of the 4 conditions above should remain at school and be told to take a PCR test (see appendices messages/letters) and inform the school/their line manager of the result. Additionally, close contact pupils from reception age or above and close contact staff should take a Lateral Flow Device (LFD) test as soon as it is possible to do so (i.e. after school) and before returning to school and every day for 7 days.

If at any time the pupil or staff member becomes symptomatic, they must stay at home and arrange for a PCR test immediately (regardless of having already had a negative PCR test result).

Additionally, if someone has a positive lateral flow test, followed by a negative PCR they should still isolate for 5/10 days from the date of onset of symptoms/date the positive test was taken (if asymptomatic), if:

- they have any symptoms of COVID-19, however mild;
- they are a close contact of a confirmed COVID-19 case;
- they share a household with a confirmed COVID-19 case.

If they continue to get positive lateral flow tests they should continue to isolate and get a second PCR test. Isolation begins on the day that the symptoms began or the day the first positive test was taken, if the person is asymptomatic.

If there are 2 or more confirmed cases within a class, the whole class should be asked to take a lateral flow test as soon as possible and before returning to school the next day, and every day thereafter for 7 days in total. See Appendix viii – Parenthub message to parents/carers and staff in classes where we have 2 or more current cases

Students (from reception age or above) or staff who meet one of the 4 conditions above and live with someone who has tested positive for COVID-19, should in addition to arranging a PCR test also take an LFD test every day for 7 days while they continue to attend school or work – testing should start from when the first person in the home tests positive as household transmission is very likely to happen. If at any time the student or staff member becomes symptomatic, they must stay at home and arrange for a PCR test immediately (regardless of having already had a negative PCR test result). Members of the household who don't meet one of the 4 conditions above will need to self-isolate and get a PCR test. They should complete the full 5/10 day isolation regardless of test result.

Families can get LFD tests for free from pharmacies and libraries, but the school can provide from its own stock if necessary.

If further advice is needed, you can contact:

- Katy Harker (Public Health Commissioner - Children and Young People) at [Katy.Harker@haringey.gov.uk](mailto:Katy.Harker@haringey.gov.uk)
- Will Mamarais, Director of Public Health, on his mobile number shared with SLT
- If you have an enquiry that needs a rapid response, you can also email the whole Haringey Public Health team on [Aaishah.Ahmed@haringey.gov.uk](mailto:Aaishah.Ahmed@haringey.gov.uk); [Alina.Poolchund@haringey.gov.uk](mailto:Alina.Poolchund@haringey.gov.uk); [Simon.Westby@haringey.gov.uk](mailto:Simon.Westby@haringey.gov.uk); [katy.harker@haringey.gov.uk](mailto:katy.harker@haringey.gov.uk)
- The DfE's helpline on 0800 046 8687 (open 8am – 6pm weekdays and 10am – 4pm weekends)
- Katy Harker on 020 8489 3386 during her working hours, which are Mon, Tues, Weds, Fri 9:00 until 13:45

Send out various Parenthub messages/letters. See:

- ✓ Appendix i – Parenthub message to parents/cares for a confirmed case contact
- ✓ Appendix ii – Letter which must be attached to appendix i Parenthub message for a confirmed case contact
- ✓ Appendix iii – Parenthub message to whole school community to inform of confirmed case
- ✓ Appendix iv – Letter which must be attached to appendix iii Parenthub message to whole school community when informing of confirmed case
- ✓ Appendix vi – Letter to Staff Identified as a Close Contact
- ✓ Appendix vii – Parenthub message to parent/carers of confirmed COVID case

<p>✓ Appendix viii – Parenthub message to parents/carers and staff in classes where we have 2 or more current cases (if applicable)</p>			
<p>8. In addition to the above steps, SLT must let the following people know:</p> <p>✓ LPS staff via email with the following:</p> <p><i>Dear Colleagues,</i></p> <p><i>We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school. XXXX has reported a confirmed positive COVID test today (IF CONSENT HAS BEEN GIVEN). Staff and children who have had close contact with the infected person have already been advised accordingly.</i></p> <p><i>The school remains open for all children and staff and they can continue to attend school as normal. We will keep this under constant review.</i></p> <p><i>We are continuing to monitor the situation and are working closely with Public Health England.</i></p> <p><i>Yours,</i></p> <p><i>XXXX</i></p> <p>✓ Haringey Public Health (<a href="mailto:PublicHealth@Haringey.gov.uk">PublicHealth@Haringey.gov.uk</a>) informing them how many people are infected, whether they are staff or children and from which year group(s)</p> <p>✓ the Self Isolation Service Hub on 020 3743 6715 to inform them about any staff who will be self-isolating for 5/10 days if they will face financial hardship due to loss of income - get staff members' permission first (this will usually only apply to any supply staff if not being paid when absent). Staff asked to self-isolate because they are a close contact or have tested positive themselves, who will lose income as a result of self-isolation and face financial hardship, can then fill in this form (after employers have notified the Self-Isolation Service Hub) <a href="https://www.haringey.gov.uk/council-tax-and-benefits/housing-benefit-and-council-tax-reductions/nhs-test-and-trace-self-isolation-support-payment">https://www.haringey.gov.uk/council-tax-and-benefits/housing-benefit-and-council-tax-reductions/nhs-test-and-trace-self-isolation-support-payment</a>. People not able to do the online form can call Haringey Connected Communities who will support – 0208 489 4431. For more information and eligibility, see <a href="https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support/claiming-financial-support-under-the-test-and-trace-support-payment-scheme">https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support/claiming-financial-support-under-the-test-and-trace-support-payment-scheme</a></p>	Ongoing	SLT	n/a
<p>9. Eligible parents or guardians of children who have been advised to self-isolate by their education setting (even where they have not been told to self-isolate by NHS Test and Trace) can apply for the Test and Trace Support Payment scheme if they are on a low income, unable to work from home and need to take time off work to care for a child who is self-isolating. Parents and carers do not require an NHS Test and Trace Account ID number in order to claim and schools are not required to register all children asked to self-isolate with NHS Test and Trace in the same way as staff.</p>	Ongoing	SLT	n/a



<p>Schools should provide parents and carers of children advised to self-isolate with the template letter, detailing the child's name and the dates of their isolation period. The parent or guardian will need to use this letter as supporting evidence as part of their application to their local authority for a payment from the Test and Trace Support Payment scheme. Parents whose children are told to self-isolate by their school will not be able to apply for financial support without a letter. This is covered in Appendices ii and iv.</p>			
<p>10. When a vulnerable pupil is required to self-isolate, the Pastoral Care Manager should:</p> <ul style="list-style-type: none"> <li>✓ notify their social worker (if they have one)</li> <li>✓ agree with the social worker the best way to maintain contact and offer support</li> <li>✓ check if the vulnerable pupil is able to access remote education support</li> <li>✓ support them to access it (as far as possible)</li> <li>✓ regularly check if they are accessing remote education</li> </ul>	Ongoing	Kamelia	n/a
<p>11. DfE guidance presents thresholds that should trigger the setting to undertake an additional assessment and seek advice as necessary. Thresholds are described as:</p> <ul style="list-style-type: none"> <li>• 5 cases or 10% (whichever is reached first) test-confirmed cases of COVID19 (either PCR testing or LFD testing) within 10 days, among students or staff clustered in a consistent group or cohort. Dates should be calculated based on illness onset, or test date if asymptomatic</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID-19 infection (PCR or LFD) as the setting may require advice on risk assessment and communication.</li> </ul> <p>If risk assessment by a public health professional indicates transmission is occurring in the setting further control measures may be advised, including the following:</p> <ul style="list-style-type: none"> <li>• Reintroduction of face coverings.</li> <li>• Additional asymptomatic LFD testing, including reinstating onsite testing.</li> <li>• Advice to anyone (staff or pupil) who is known to be at increased risk of severe infection.</li> </ul> <p>Other proportionate measures as necessary, seeking to maintain face to face education if it is safe to do so. For example, reducing crowding through temporarily suspending assemblies or other events that bring larger groups together.</p> <p>If the school are implementing the system of controls, addressing any issues the school have identified and therefore reducing transmission risks, whole site closure will not generally, be necessary. The school should not</p>	Ongoing	SLT	n/a

close except on the advice of health protection teams and the DfE Helpline on 0800 046 8687 and selecting option 1 for advice.			
12. From 30/11/21, in light of the new Omicron strain, face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.			
13. Report confirmed case(s) amongst staff through RIDDOR if it is reasonable to think that an employee has caught COVID-19 at work and that it was transmitted by another person (pupil or employee). Contact <a href="mailto:Alexis.Correa@Haringey.gov.uk">Alexis.Correa@Haringey.gov.uk</a> if unsure whether or not to report.	Ongoing	SLT	n/a
14. Take any child having Coronavirus symptoms to the resource room in the corridor towards the reception classes labelled Suspected Coronavirus Isolation Room (with the window safely open for ventilation). The member of staff dealing with them must use emergency PPE (goggles, face masks, gloves and aprons), which can be found in a labelled box in each classroom and the Coronovirus Isolation Room. The child should sit in one of the 'medical bays' at the back of the room between the shelves next to the windows, with the supervising adult standing in the doorway until a parent/carer arrives to collect him/her. In the rare case that a 1:1 music lesson is happening in the room, due to the size and layout of the room this can continue whilst accommodating up to 2 suspected cases (one in each 'medical bay'). If a third case arrives, the music lesson should stop and they should leave. If the child needs the bathroom they should use the staff toilet next to the PPR room, opposite Paul's office and the site team should be told immediately so that they can clean it before it is used again.  Information on how to put on and take off PPE is found at <a href="https://www.youtube.com/watch?reload=9&amp;v=GncQ_ed-9w&amp;feature=youtu.be">https://www.youtube.com/watch?reload=9&amp;v=GncQ_ed-9w&amp;feature=youtu.be</a> . Any used PPE should be placed in a double sealed bag and put in a secure and suitable place marked for storage for at least 72 hours before putting it in with normal waste; Sam/John will assist with this. The PPE can also be disposed of once the suspected case, with which the PPE has been used, has been confirmed negative. There is no need to use infectious waste bags.	Ongoing	All staff	PPE
15. Premises staff should be notified straight away to re-clean affected rooms/surfaces, usually the classroom that child/adult has been in and the Suspected Coronavirus Isolation Room, plus the toilet if this has been used (guidance for cleaning found at <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> ). If a class needs to move due to a suspected infected child having been in there, they can use the playground (if available) or a hall whilst the classroom is quickly cleaned.	Ongoing	All staff	n/a

<p>16. 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>	Ongoing	All staff	n/a
<p>17. 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 they have been requested to do so by NHS Test &amp; Trace.</p>	Ongoing	All staff	n/a
<p>18. Work with staff to ensure that they approach the identification and reporting of symptoms with common sense, calm and integrity, particularly as we head into winter and the usual associated colds, flus, etc. Temperatures must be verified by thermometer (either at home or at school, depending where they first develop).</p> <p>Where staff have <u>non-Coronavirus</u> related symptoms and would have previously continued to come to work (e.g. a cold) they should continue to do so, to minimise impact on children’s learning at a time when cover resources are stretched.</p>	Ongoing	All staff	n/a
<p>19. Staff members and parents/carers must be ready and willing to:</p> <ul style="list-style-type: none"> <li>✓ <a href="#">book a test</a> if they are displaying symptoms. 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</li> <li>✓ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>✓ <a href="#">self-isolate</a> if they are instructed to do so</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, 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. (All school have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.)</p>	Ongoing	All staff and parents/carers	n/a
<p>20. The admin team will continue their system to record staff and children who are staying/going home with symptoms and:</p> <ul style="list-style-type: none"> <li>✓ follow-up to find out their test result;</li> <li>✓ determine when they will be able to return to school;</li> <li>✓ inform: <ul style="list-style-type: none"> <li>➤ the SLT</li> <li>➤ the teacher of an absent child (so that they can organise remote education if necessary)</li> </ul> </li> </ul>	Ongoing	Eoin	n/a

➤ any other member of staff directly affected

## B.) Social Distancing, Personal Hygiene & PPE

Action	When	Lead(s)	Resources
<p>1. Staff should endeavour to socially distance whenever this is possible although this is no longer mandatory and will no longer be standard practice in, for example, staff INSETs. The general rule is to respect each other's personal space.</p>	Ongoing	All Staff	n/a
<p>2. All adults and children must:</p> <ul style="list-style-type: none"> <li>• frequently wash/sanitise their hands as follows (with additional help for young children - consider how to encourage young children to learn and practise these habits through games, songs and repetition):           <ul style="list-style-type: none"> <li>➤ on arrival at school (hand sanitizer in lines in playground)</li> <li>➤ after breaks (hand sanitizer in lines in playground)</li> <li>➤ before eating (sinks in classrooms)</li> <li>➤ after eating (hand sanitizer on exit from dining hall)</li> <li>➤ before going home (hand sanitizer in classrooms)</li> <li>➤ after sneezing or coughing into their hand, elbow or a tissue (sinks in classrooms)</li> <li>➤ every time they use the toilet (sinks in toilets)</li> <li>➤ before and after using PPE (hand sanitizer)</li> <li>➤ before changing rooms (hand sanitizer)</li> <li>➤ after contact with a person who is unwell (sink in toilets or classroom)</li> </ul> </li> <li>• be encouraged not to touch their mouth, eyes and nose</li> <li>• use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> <p>Staff working with children who spit uncontrollably may want to take more opportunities to wash their hands than other staff. Children who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands. Continue to help children with complex needs to clean their hands properly.</p>	Ongoing	All staff	Hand-washing facilities
<p>3. Ensure all classrooms and offices have a consistent supply of alcohol-based hand sanitiser, tissues, hand wash and paper towels. Check all child and adult handwashing facilities in toilets and classrooms to ensure that they are working, well stocked and clean:</p> <p>✓ before school</p>	Ongoing	Sam	Alcohol-based hand sanitiser, tissues, hand

<ul style="list-style-type: none"> <li>✓ before break</li> <li>✓ before lunch</li> <li>✓ after lunch</li> </ul> <p>Staff must inform the site managers if they are running short on supplies.</p>			wash and paper towels
<p>4. Refresh each class' First Aid box including incident record books and sets of PPE (goggles, face masks, gloves and aprons), to be used by a staff member dealing with suspected symptoms. Once the term has begun, TAs must inform Veronica if they are short of resources.</p> <p>Medical room remains out of use, and first aid must happen within your bubble (in the classroom or playground)</p>	Ongoing	Veronica	PPE, first aid resources and incident record books
<p>5. PPE is no longer required to be worn in communal areas, but can be worn optionally – this is a personal choice.</p> <p>PPE is only needed in a very small number of additional cases, including:</p> <ul style="list-style-type: none"> <li>✓ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school;</li> <li>✓ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE routines should continue to be used (see Intimate Care Policy);</li> <li>✓ a child's individual risk assessment has deemed PPE necessary e.g. for frequent hand holding (NB. Some children with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, and this should be considered in risk assessments in order to support these children and the staff working with them and is not a reason to deny these children a place at the setting);</li> </ul> <p>When used, the following are advised:</p> <ul style="list-style-type: none"> <li>✓ wash/sanitise hands before and after handling face mask – every time;</li> <li>✓ safe storage of them in individual, sealable plastic bags between use;</li> <li>✓ where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</li> </ul> <p>Children in primary school do not need to wear a face covering.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>✓ cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties;</li> <li>✓ speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.</li> </ul>	Ongoing	All staff	n/a

Staff should inform their line managers if this applies to them.

## C.) Premises & Classrooms

Action					When	Lead(s)	Resources
1. Site opening and closing times as below. Whilst there will no longer be barriers in the playground, parents must stay back as when there were.					Ongoing	Sam	n/a
<b>MORNINGS</b>							
Gates (in order of opening)	Gate Opening Time	Day Start Time for Children	Gate Closing Time	Adult Responsible			
KS2	8:25am	8:30am – Y6	8:35am	<ul style="list-style-type: none"> <li>Sam 8:25am – 8:35am</li> <li>Gemma lining up points at 8:30am</li> </ul>			
Nursery	8:45am	8:45am	8:50am	<ul style="list-style-type: none"> <li>EYFS staff</li> </ul>			
Reception	8:45am	8:50am	8:55am	<ul style="list-style-type: none"> <li>Sam</li> <li>Paul will also be present to greet parents from 8:45am</li> </ul>			
KS1	8:50am	8:55am	9:00am	<ul style="list-style-type: none"> <li>Sam</li> <li>Paul will also be present to greet parents from 8:50am</li> </ul>			
KS2	8:52am	9:00am – Y3-5	9:05am	<ul style="list-style-type: none"> <li>Gemma lining up points at 9:00am, in playground from 8:25am</li> <li>Paul will also be present to greet parents from 8:45am</li> </ul>			
<b>AFTERNOONS</b>							

Gates (in order of opening)	Gate Opening Time	Day End Time for Children	Gate Closing Time	Adult Responsible				
Reception	3:10pm	3:15pm	3:20pm	• John				
KS1	3:15pm	3:20pm	3:25pm	• John				
KS2	3:20pm	3:25pm – Y3-4 3:30pm – Y5-6	3:35pm	• John				
Nursery	3:45pm	3:45pm	3:50am	• EYFS staff				
2. Ensure signage regarding people entering the site, symptoms, social distancing, children in toilets, use of hand sanitiser, etc. remains up to date and fit for purpose. Keep physical measures put in place, e.g. markings down corridors, arrows, staffroom layout. Staff must always model and enforce this correct movement around school.					Ongoing	Eoin and all staff	Signage	
3. Continue to arrange classrooms as follows: <ul style="list-style-type: none"> <li>✓ Nursery – classroom plus shared EYFS outdoor area;</li> <li>✓ Reception – classrooms plus shared EYFS outdoor area;</li> <li>✓ Year 1 – Year 6 – classrooms plus the KS1/2 playgrounds should also be used as a learning environment where possible.</li> <li>✓ Classroom furniture previously removed to make space can be returned if requested.</li> </ul>					Ongoing	Class Teachers	n/a	
4. Refresh and reopen library, with classes accessing it on a weekly rota basis.					From September	Ciara and Rose	New books	
5. Pupils can return to pre-pandemic grouped seating arrangements.					Ongoing	Teachers	n/a	
6. Where support staff and external professionals are providing specialist intervention work in rooms outside the classrooms which will be used by other children: <ul style="list-style-type: none"> <li>✓ staff wash hands before and after working with a pupil/small group;</li> <li>✓ a space is identified for the intervention to take place;</li> <li>✓ all equipment needed for the child is set up in the space before the start of the session;</li> <li>✓ staff go to the child's classroom to collect the pupil;</li> </ul>					Ongoing	Teachers/TAs /NNS	n/a	

<ul style="list-style-type: none"> <li>✓ the child follows the staff member to the identified area and returns to class following the intervention in the same way;</li> <li>✓ the intervention is provided with as much distance between staff/child(ren) as possible;</li> <li>✓ after the child has returned to class, the member of staff cleans the desk area and wipes down any equipment used.</li> </ul>			
7. There is no longer a limit the number of adults in the PPA room.	Ongoing	All staff	n/a
8. There is no longer a limit the number of adults in the staffroom.	Ongoing	All staff	n/a
<p>9. Continue to keep windows open as much as possible and, where safe to do so (bearing in mind fire safety and safeguarding), prop open all doors without 'Fire Door, Keep Shut' signs to limit use of door handles and to aid ventilation (Sam to ensure there are enough door wedges).</p> <p>On cold days, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Class teachers should also allow additional, suitable indoor clothing where necessary and rearrange furniture where possible to avoid direct draughts</p>	Ongoing	All staff	n/a
10. Ensure water fountains remain off.	Ongoing	Sam	n/a
11. Remove barriers from KS1 and KS2 playgrounds.	Ongoing	Sam	n/a
12. Lift only to be used for children/staff with disabilities or for moving large items between floors.	Ongoing	All staff	n/a
13. Hand sanitiser stations to be placed by climbing frames/KS1 bells for children to use before and after using equipment. Enclosed areas within climbing frames to be re-opened.	Ongoing	Sam	Hand sanitiser stations

## D.) Cleaning

Action	When	Lead(s)	Resources
<p>1. Continue to follow rigorous written cleaning schedule, in line with guidance found at <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>, with cleaning staff organised to ensure that cleaning is thoroughly carried out between working days. Ensure that this includes the cleaning of:</p> <ul style="list-style-type: none"> <li>✓ surfaces that children and young people are touching, such desks, chairs, doors, sinks, toilets, light switches, bannisters at lunch time and at the end of the day, as well as emptying bins for tissues;</li> <li>✓ all desks, keyboards and mice once per day.</li> </ul>	Ongoing	Sam	Cleaning materials
2. Use handheld steamers in nursery and reception classes; EYFS staff steam resources used at the end of each day.	Ongoing	Sam and EYFS staff	

KEY: New in this Version Completed In Process Unable to Complete/No Longer Required



3. Ensure that children using the ICT suite and music room are instructed by the teachers to wipe down keyboards, mice, other ICT equipment and musical instruments at the end of each session.	Ongoing	Eoin, Sam, Val and Tim	Appropriate wipes
4. Ensure that children using shared PE equipment are instructed by the teachers to wipe it down at the end of each session.	Ongoing	Eoin and Teachers/TAs /NNs	Appropriate wipes
5. Place appropriate wipes next to photocopiers for staff to use before touching equipment.	Ongoing	Sam	Appropriate wipes
6. Ensure that dining tables are wiped down by Rassida at the end of each bubble's sitting, before the next bubble arrives.	Ongoing	John H	Cleaning materials
7. All staff have a responsibility to report any concerns re adherence to cleaning routines.	Ongoing	All staff	n/a

## E.) Bubbles & Timetables

Action	When	Lead(s)	Resources
1. Although September 2021 DfE guidance advises schools to remove all bubbles, in order to keep an additional layer of safety children will largely remain in the year group 'bubbles' throughout the school day. EYFS will function as one bubble of nursery and reception children. Children from different bubbles can mix for some specific reasons such as: <ul style="list-style-type: none"> <li>targeted learning interventions;</li> <li>bespoke learning plans (e.g. an older SEND child accessing the curriculum in a younger year group);</li> <li>after school clubs;</li> <li>Friday celebration assemblies.</li> </ul>	Ongoing	All staff	n/a
2. As per government guidance, all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.	Ongoing	All staff	n/a

3. To avoid crossover between bubbles, each group will have an allocated area in the dining hall and use of outdoor areas and dining hall will be on a rota as below. Children can mix between classes in their year group in both the dining hall and the playground. At the end of allotted playground times, groups should line up and wait for the next class to be brought sensibly out before being taken it, obviously with staff ensuring the children coming out do not interact with the line waiting to come in.

Vale: both playgrounds available for use until 10.30am

**Morning Break**

**EYFS**

- ✓ Use EYFS outdoor area as and when needed

**KS1/2 Break**

- ✓ 15 minute slots
- ✓ Each year group to have an allocated set of play equipment (footballs, etc.) which will be stored in the Playpods – these no longer need to be locked.
- ✓ KS1/2 climbing frames and KS1 bells to be reopened
- ✓ Hand sanitiser stations to be placed by climbing frames and KS1 bells – children to apply before and after using climbing frames/bells
- ✓ In KS1, Y2 have their morning break before Y1 as Y1 have continuous access to KS1 outdoor area

Y2	Y1	Y3	Y6	Y4	Y5
10.45	11.00	10.30	10.45	11.00	11.15

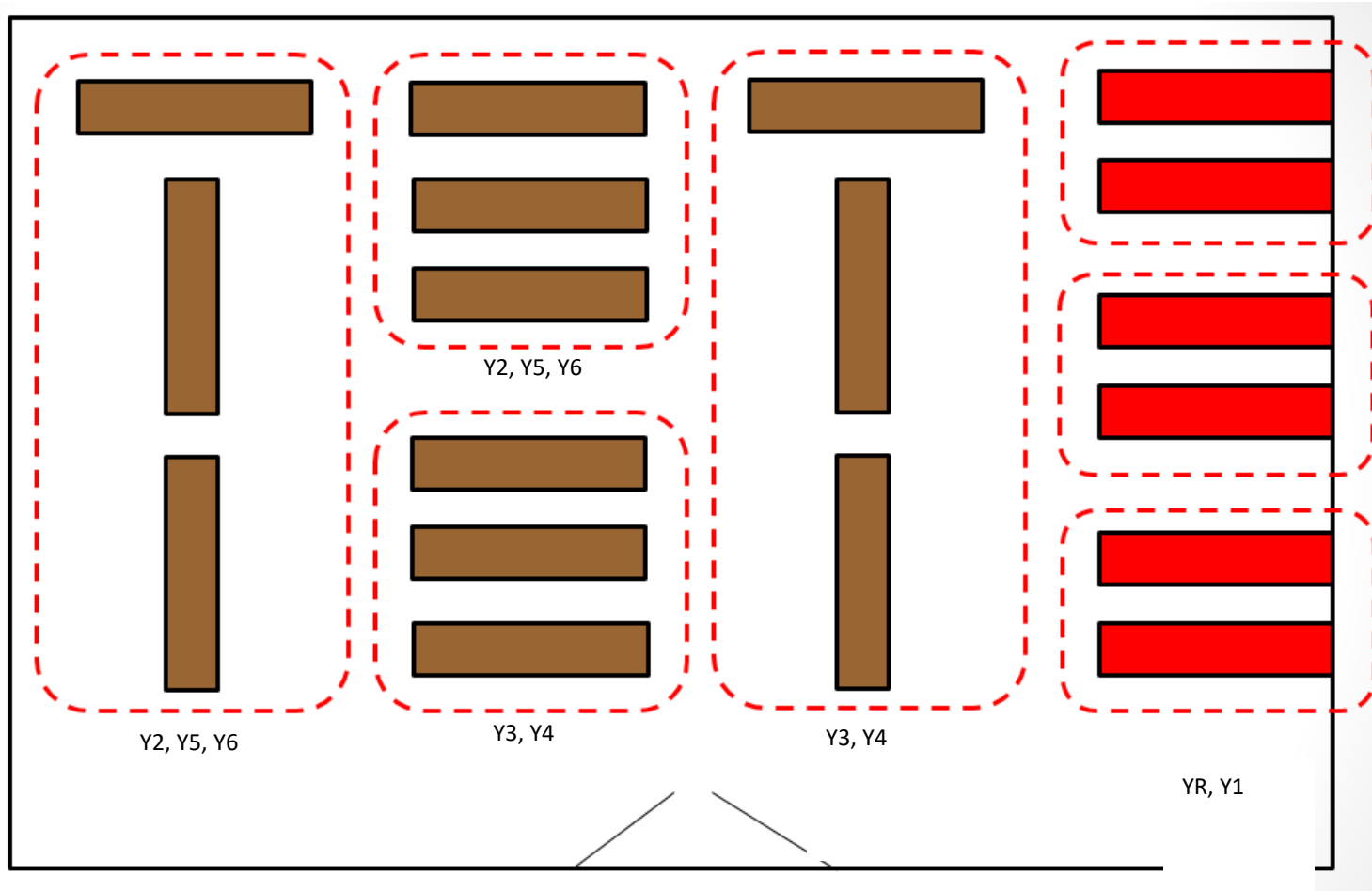
**Lunch**

- ✓ Nursery to eat in the classroom as usual
- ✓ Reception, KS1/2 bubbles to be allocated labelled seating areas by year group in the dining hall
- ✓ Cutlery to be set out for children in advance at their allocated tables or given in trays at hatch (KS1)
- ✓ Children to be sent one bubble at a time to collect food
- ✓ Children in each bubble need to stay together until everyone has finished eating before leaving together with an adult to scrape plates and sanitise hands

Ongoing	Paul, Angela and Leisel	Play Equipment Packs
	Catering Staff	

✓ Ensure year groups leave 5 minutes before next sitting to reduce bubble crossover and give catering staff time to wipe down and set new cutlery

Rec	Y2	Y1	Y3	Y6	Y4	Y5
11.30-12.00	12.00-12.30	12.30-1.00	12.15-12.45	12.45-1.15	1.00-1.30	1.15-1.45



KEY: New in this Version Completed In Process Unable to Complete/No Longer Required

### KS1/2 Lunchtime/Afternoon Play

- ✓ 15 minute slots
- ✓ Each year group to have an allocated set of play equipment (footballs, etc.) which will be stored in the Playpods – these no longer need to be locked.
- ✓ KS1/2 climbing frames and KS1 bells to be reopened
- ✓ Hand sanitiser stations to be placed by climbing frames and KS1 bells – children to apply before and after using climbing frames/bells
- ✓ KS2 Teachers need to ensure that children are given 5 minutes of respite mid-afternoon, e.g. mindfulness, daily mile, brain/sensory break, etc.
- ✓ KS2 Outdoor play in blue, Classroom play in red

Y2	Y1	Y3	Y6	Y4	Y5
12:30 – 1.00	1.00 – 1.30	12:45 – 1:00	12.30 – 12.45	12.45 – 1.00	12.45 – 1.00
2.15 – 2.30	2.30 – 2.45	1.00 – 1.15	1.15 – 1.30	1.30 – 1.45	1.00 – 1.15

## F.) Staffing, Absence Cover & PPA

Action	When	Lead(s)	Resources
1. All staff must wash their hands or use hand sanitiser when moving from one bubble to work in another if they touch anything within the bubbles. For staff walking across bubbles (e.g. SLT morning walkaround, learning walks) they should sanitise or wash their hands at the beginning and end of their journey.	Ongoing	All staff	Hand sanitiser
2. Usual expectations for the following to continue: <ul style="list-style-type: none"> <li>✓ working hours;</li> <li>✓ wearing ID badges at all times;</li> <li>✓ signing in and out daily;</li> <li>✓ checking shared calendar on arrival;</li> <li>✓ no use of mobile phones around children;</li> <li>✓ absence reporting procedures, incl. return to work forms.</li> </ul>	Ongoing	All staff	n/a
3. Continue Friday morning briefings in the KS2 hall.	Ongoing	Paul	n/a
4. Whole staff INSET days to be carried out in dining hall to allow some social distancing, although group work can resume when required.	Ongoing	Julia	n/a

KEY: New in this Version Completed In Process Unable to Complete/No Longer Required

5. Weekly teacher/TA INSET sessions to be carried out in KS2 hall to allow some social distancing, although group work can resume when required.	Ongoing	Julia	n/a				
6. Continue weekly SLT and ML meetings, using extra Y6 classroom.	Ongoing	Paul and Leisel	n/a				
<p data-bbox="136 264 674 293">7. Break and lunch duties will be as follows:</p> <p data-bbox="87 317 356 346"><b>Morning Break Duties</b></p> <table border="1" data-bbox="87 362 1099 553"> <thead> <tr> <th data-bbox="87 362 595 403">EYFS</th> <th data-bbox="595 362 1099 403">KS1/2</th> </tr> </thead> <tbody> <tr> <td data-bbox="87 403 595 553">For Nursery and Reception - Choose break time accordingly around continuous provision</td> <td data-bbox="595 403 1099 553">Both adults take break at some time before or after children's playtime, then both adults in playground for playtime in case of first aid issues</td> </tr> </tbody> </table> <p data-bbox="87 608 264 636"><b>Lunch Breaks</b></p> <p data-bbox="87 660 215 689"><b>Teachers:</b></p> <ul data-bbox="136 710 380 1031" style="list-style-type: none"> <li>✓ N: 11.45 – 12.45</li> <li>✓ R: 12.00 – 1.00</li> <li>✓ Y1: 12:30 – 1:30</li> <li>✓ Y2: 12.00 – 1.00</li> <li>✓ Y3: 12:15 – 1.15</li> <li>✓ Y4: 12.45 – 1.45</li> <li>✓ Y5: 12.45 – 1.45</li> <li>✓ Y6: 12.30 – 1.30</li> </ul> <p data-bbox="87 1070 271 1099"><b>Support Staff:</b></p> <ul data-bbox="136 1107 504 1428" style="list-style-type: none"> <li>✓ Yvonne: 11.45 - 12.45</li> <li>✓ Tina G: 12. 00 – 1.00</li> <li>✓ Caroline: 12.00 – 1.00</li> <li>✓ New Rec TA: 12.15 – 12.45</li> <li>✓ Mel: 1.30 – 2.00</li> <li>✓ Sibel: 1.30 – 2.00</li> <li>✓ Carol: 1.00 – 1.30</li> <li>✓ Margaret: 1.00 – 1.30</li> </ul>	EYFS	KS1/2	For Nursery and Reception - Choose break time accordingly around continuous provision	Both adults take break at some time before or after children's playtime, then both adults in playground for playtime in case of first aid issues	Ongoing	Angela and Paul	n/a
EYFS	KS1/2						
For Nursery and Reception - Choose break time accordingly around continuous provision	Both adults take break at some time before or after children's playtime, then both adults in playground for playtime in case of first aid issues						

- ✓ Tulin: 1.15 – 1.45
- ✓ Rose: 1.15 – 1.45
- ✓ Veronica: 1.45 – 2.15
- ✓ Monika: 12.15 – 12.45
- ✓ Elaine: 1.45 – 2.15
- ✓ Marcia: 1.45 – 2.15
- ✓ Martina: 12.00 – 12.30
- ✓ Sampson: 1.30 – 2.00
- ✓ Tina B: 1.30 – 2.00
- ✓ Marsha: 12.45 – 1.15
- ✓ Hamila: Mon 12.45 – 1.15, Fri 1.30 – 2.00
- ✓ New Y4/6 TA: 12.30 – 1.00

**Lunch Duties**

EFYS Staff Member	Location and Time	KS1/2 Staff Member	Location and Time
Sarka	11.40 - 1.10 Nursery lunch cover	Mel	12.30 – 1.30 Y1 Andrews
Latifa	11.40 - 1.10 Nursery lunch cover	Sibel (Mo – Th) Hamila (Fr)	12.30 – 1.30 Y1 Rashmi
Eliana	12.00 – 13.15 Support in Reception bubble	Marsha (Tu – Th) Hamila (Mo)	1.15 – 2.00 Y1 Rashmi 1:1 with DK & DL outside then in class for 30 mins
Yassoda	12.00 – 13.15 Support in Reception bubble	Carol	12.00 – 1.00 Y2 Jeffers
New Rec TA	11.30 – 12.15 with EFYS in lunch and then extra support EFYS outside	Margaret	12.00 – 1.00 Y2 Ringgold
		Tulin	12.15 – 1.15 Y3 Mian
		Rose	12.15 – 1.15 Y3 Akala
		Monika	12.45 – 1.45 Y4 Dahl
		Veronica	12.45 – 1.45 Y4 Dahl 1:1 with MM
		New Y4/6 TA	1.00 – 1.30 Y4 Dahl 1:1 with WF
		Elaine	12.45 – 1.45 Y4 Kerr

		Maria	12.45 – 1.45 Y5 Magorian			
		Marcia	12.45 – 1.45 Y5 Coelho			
		Sampson	12.30 – 1.30 Y6 Zephaniah			
		Martina	12.30 – 1.30 Y6 Zephaniah 1:1 with KM			
		Tina B	12.30 – 1.30 Y6 Blackman			
		Pauline	12.00 – 12.30 Dining Hall			
			12.30 – 1.30 KS1 Playground			
			1.30 – 1.45 Dining Hall			
			As playtimes operate as year group bubbles from Sept 2021, Pauline will be asked to cover KS1 class TA lunchtime duty absences if needed			
		Rassida	Staffroom cleaning duties as usual before/after lunch			
	12.30 – 1.45 Dining Hall, sanitising tables between year group bubbles and generally providing assistance and support					
Maria	12.30 – 12.45 Dining Hall					
Daxa	12.30 – 12.45 KS2 Playground Door					
	As playtimes operate as year group bubbles from Sept 2021, Daxa will be asked to cover KS2 class TA lunchtime duty absences if needed					

		Coach	12.30 – 1.30 KS2 Playground leading games			
<p><b>Wet Play</b></p> <ul style="list-style-type: none"> <li>➤ TA allocated to the bubble supervises the group in their classroom</li> <li>➤ Lunchtime supervisors – circulate and monitor across classrooms, corridors, toilets, etc.</li> </ul>						
<p>8. General staff absence will be covered as per the usual routines, however teacher absence has the potential to be particularly disruptive – particularly since the school is operating on a deficit budget – and so the following will apply:</p> <ul style="list-style-type: none"> <li>✓ during COVID-related absence, teaching assistants/nursery nurses may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies) – this measure will only be used to cover absences of 2 days or less, only where any additional needs of children in the class allow it, and TAs will be able to use these hours against their 40th week hours as per the currently agreement;</li> <li>✓ during non-COVID related absence, may be deployed to lead groups or cover lessons as per individually agreed lengths of time – this measure will only be used to cover absences of 2 days or less, only where any additional needs of children in the class allow it, and TAs will be able to use these hours against their 40th week hours as per the currently agreement;</li> <li>✓ supply teachers will be used as allowed by government guidance, but for safety reasons, to best support good behaviour for learning across the school and for budgetary reasons, no more than 2 supply teachers should be covering classes on any one day;</li> <li>✓ SLT will cover classes in the short term where this does not adversely affect their work supporting the wider needs of the school;</li> <li>✓ as a last resort, year bubbles may need to be told to stay at home, due to staffing shortages – parents/carers will be made aware that this is a remote possibility from the outset, used only when the above solutions cannot be used.</li> </ul>				Ongoing	SLT	Supply cover costs
<p>9. PPA cover will be provided as usual through the ICT and Music Specialist Teachers. MFL will be delivered by a specialist TA as usual.</p>				Ongoing	Val and Tim	n/a



10. Go through main changes in this action plan during INSET on 3/9/21; invite feedback from staff. Staff will also have time in class before the children's return to implement any classroom changes needed.	5/3/21	SLT	n/a
11. Continue Staff Wellness Working Party to monitor and develop the ongoing work of the school in relation to working during Coronavirus - remembering that both employer and employee have a duty for well-being, it is a shared responsibility.	Ongoing	Victoria and Tim	n/a

## G.) Start/End of Day Routines

Action	When	Lead(s)	Resources
1. Drop off and collection times and locations as per section C.1.	Ongoing	Sam	Cordon and cones
2. Morning gates/adults will be as indicated in section C1. A teacher or TA from each class must be on the playground waiting for the children to line up from the 'Gate Opening Time' at latest to minimise mixing of children across bubbles before school.	Ongoing	All staff	n/a
3. Parents/carers will be invited to wear face coverings at drop off and pick up times but this is not mandatory.	From 6/9/21	SLT	n/a
4. Any pupils wearing face masks to travel to school must do one of the following on arrival: <ul style="list-style-type: none"> <li>✓ leave them with their parents/carers; or</li> <li>✓ dispose of them in a covered bin; or</li> <li>✓ place reusable face coverings in their own plastic bag they can put on their peg/in their desk; and</li> <li>✓ use hand sanitizer as part of usual start of school day ritual (in morning line up).</li> </ul>	Ongoing	All staff to monitor and enforce	n/a
5. Ensure that each first morning of every half term, the children are reminded in class using updated PowerPoint and social stories (in a way appropriate to their age): <ul style="list-style-type: none"> <li>✓ to inform staff if they are feeling unwell</li> <li>✓ to try not to get too close to each other and adults as much as possible</li> <li>✓ to stay within their bubbles and not mix with children from other bubbles</li> <li>✓ about the need to wash hands <ul style="list-style-type: none"> <li>➤ on arrival at school (hand sanitizer in lines in playground)</li> <li>➤ after breaks (hand sanitizer in lines in playground)</li> <li>➤ before eating (sinks in classrooms)</li> <li>➤ after eating (hand sanitizer on exit from dining hall)</li> <li>➤ before going home (hand sanitizer in classrooms)</li> <li>➤ after sneezing or coughing into their hand, elbow or a tissue (sinks in classrooms)</li> </ul> </li> </ul>	Ongoing	Angela and Class Teachers/TAs /NNs	Updated PowerPoint and social stories

<ul style="list-style-type: none"> <li>➤ every time they use the toilet (sinks in toilets)</li> <li>➤ before and after using PPE (hand sanitizer)</li> <li>➤ before changing rooms (hand sanitizer)</li> <li>➤ after contact with a person who is unwell (sink in toilets or classroom)</li> </ul> <ul style="list-style-type: none"> <li>✓ not to touch their mouth, eyes and nose</li> <li>✓ to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>✓ to stay in their bubbles</li> <li>✓ to ask before using the toilet (including during playtime) and ensure that there are no more than 3 children in a toilet at one time</li> </ul>			
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## H.) Curriculum, Resources & Marking

Action	When	Lead(s)	Resources
1. Following the curriculum recovery periods in 2020/21, the curriculum will now return to the usual plans/cycles.	From 6/9/21	Paul and Leisel	n/a
2. Teachers and TAs to refresh classroom resources during September INSET days ensuring that: <ul style="list-style-type: none"> <li>✓ stationery packs are prepared for each group of tables;</li> <li>✓ all in-class single-bubble equipment and resources are returned to class from their storage area.</li> </ul>	1/9/21 – 3/9/21	Teachers, TAs and Eoin (stationery resources)	Stationery
3. For EYFS and Y1, malleable materials for messy play such as sand, mud and water, can be used where <ul style="list-style-type: none"> <li>✓ materials can be handled by a consistent bubble of children of and that no one else outside this group can come into contact with it;</li> <li>✓ the malleable material for messy play (for example playdough/sand/water) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable.</li> <li>✓ children wash their hands thoroughly before and after messy play</li> <li>✓ frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group</li> </ul>	From 6/9/21	Julia	Malleables
4. Children's reading books should be kept on/in their desks.	Ongoing	Teachers	n/a
5. Class teachers/TAs to allow children to choose 2 books per week from their enhanced book corners. These and other assigned books/booklets can be taken home. Once books are no longer needed by the children the must be set aside in an allocated space in the classroom and left untouched until the end of day following Monday, at which	Ongoing	Class Teachers/TAs	n/a

point they can be returned to their original place (to ensure that at least 72 hours will have passed since their return).			
6. Cookery area can be used in the afternoons by one class per day once lunchtimes are over, but equipment must be thoroughly washed after use and all surfaces including staffroom tables must be sprayed and wiped down after use and cleaned again by the premises team before the next working day; please book cookery facilities use in the shared calendar.	Ongoing	Teachers, TAs, NNs and Sam	Sprays and Cloths
7. PE should be timetabled to be taught outside as much as possible, which may involve segregating an area in the playground to avoid crossover with children on the breaks. PE can be taught indoors using halls when it is not possible to use an outdoor area, but only one bubble at a time and following previously mentioned cleaning routines (see Section D, point 5; doors and windows should be open to aid ventilation when using halls for PE. Children should not exercise in the classroom at any time.	Ongoing	Leisel	n/a
8. From September, the Playpods will be used as follows: <ul style="list-style-type: none"> <li>Two bubbles a week can have access to selected equipment Mon to Thurs, allowing 72 hours before the following week's bubbles use the equipment - meaning there is no need to clean it.</li> <li>We will divide each Playpod into two using material, and label each half with the class names currently using them.</li> <li>Adults must try not to be in the Playpods at the same time as the children when possible but stand at the door and guide the children with tidying up at the end of play.</li> <li>Children will be told use hand sanitiser before and after playing with the equipment.</li> </ul> <p><b>KEY STAGE 1</b></p> <ul style="list-style-type: none"> <li>The Y1/2 bubbles in the Playpod side of the playground will access the Playpod. This will alternate as the classes alternate sides of the playground each week.</li> </ul> <p><b>KEY STAGE 2</b></p> <ul style="list-style-type: none"> <li>Since KS2 are only outside for 15 mins per class each lunch, this does not warrant full opening of the Playpod. However, the classes will share the scooters (stored in the Playpod). The KS2 bubbles in the Playpod side of the playground will access the scooter. This will alternate as the classes alternate sides of the playground each week. 4 week rota as follows: <ul style="list-style-type: none"> <li>✓ Week 1 years 5/6</li> <li>✓ Week 2 years 5/6</li> <li>✓ Week 3 years 3/4</li> <li>✓ Week 4 year 3/4</li> </ul> </li> </ul>	From Summer 1	Martina	n/a

9. Swimming will resume in autumn term. Classes that are taking part in swimming lessons are only expected to do one P.E. lesson per week due to timetabling constraints. Year 4 are not expected to do any P.E. during spring term apart from swimming due to having WCIT lessons.	Ongoing	Leisel	Swimming and transport costs
10. Monday assemblies will to continue to be carried out in classrooms via Zoom for convenience; Friday praise assemblies will be in the halls (KS1 for Y1-3, K2 for Y4-6). HT to organise timetable. Parents will not yet be invited into assemblies and there will be no class assemblies to maximise time for catch-up.	Ongoing	Paul	Zoom
11. All children can wear trainers and jogging bottoms to school on PE days and do PE in their uniforms without changing. Teachers must talk the children about the need to wear a fresh polo shirt at school the following day.	Ongoing	Y6 Teachers	n/a
12. Continue Feedback and Marking Policy as per pre-lockdown. Teachers/TAs have the option to wear gloves when handing out/collecting/marking children books.	Ongoing	Teachers and Eoin (gloves)	Gloves
13. Singing, chanting and playing wind or brass instruments can only take place where those involved can observe strict 2m social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. In practical terms, this means that in the music room, you could have 4 children singing facing forward at the front of the classroom, 2m from each other, other children and the teacher. In order to engage more children in a class in singing, the teacher would need to move them to a hall and ensure that they are all 2m apart. Singing assemblies will not be possible until further notice.	Ongoing	Tim/All Staff	n/a

## I.) Behaviour

Action	When	Lead(s)	Resources
1. Continue to follow updated school behaviour policy to ensure that it operates within the safety measures in place in school. Reinstate previous stage 1 and stage 2 timeout consequences.	Ongoing	Kamelia	TBC

## J.) Remote Education

Action	When	Lead(s)	Resources
1. See Remote Education Policy for full details. Continue to follow policy for Individual and Wider Remote Education, ensuring eligible pupils are provided with IT support.	Ongoing	Leisel and Paul	ICT Hardware
2. Ensure all loaned ICT hardware is returned to the school.	From 8/3/21	Valentina	n/a

<p>3. For <u>whole school</u> Wider Remote Education, if the class teacher/TA is unable to speak to a child at home during remote education or they are persistently not engaging in their learning:</p> <ol style="list-style-type: none"> <li>i. class teacher attempts to encourage child to engage through fortnightly calls home;</li> <li>ii. where this does not lead to contact or engagement after 2 weeks of 2 attempted calls per week using all available numbers (i.e. 4 calls in total across 2 weeks), class teacher will escalate the concern to the SLT member on duty;</li> <li>iii. SLT member on duty will attempt to contact the parent/carer ideally within 3 working days of the escalation from the class teacher and, if unable to make contact after 3 attempts, a home visit will be scheduled for the same or the following week</li> <li>iv. where contact is unable to be made by the SLT member even through a home visit, this will be referred to the DSL as a safeguarding issue through CPOMS;</li> <li>v. where contact has been made and a solution agreed with the family, this is fed back to the class teacher and this process restarts at step 1.</li> <li>vi. if this process repeats twice, we will then invite the pupil to come into school under the 'vulnerable' category if there is space available. If not, we will continue to work with parents/carers to support remote education at home.</li> </ol>	<p>During school/bubble closures</p>	<p>Class teachers/TAs and SLT</p>	<p>ICT Hardware</p>
<p>4. For <u>year group bubble</u> Wider Remote Education (e.g. if there was an outbreak in a year group), if the class teacher/TA is unable to speak to a child at home during remote education or they are persistently not engaging in their learning:</p> <ol style="list-style-type: none"> <li>i. class teacher attempts to encourage child to engage through calls home;</li> <li>ii. where this does not lead to contact or engagement after 1 week of 3 attempted calls during the week using all available numbers, class teacher will escalate the concern to the phase leader;</li> <li>iii. The phase leader will attempt to contact the parent/carer ideally within 2 working days of the escalation from the class teacher and, if unable to make contact after 3 attempts, a home visit will be scheduled for the same or week</li> <li>iv. where contact is unable to be made by the SLT member even through a home visit, this will be referred to the DSL as a safeguarding issue through CPOMS;</li> <li>v. where contact has been made and a solution agreed with the family, this is fed back to the class teacher and this process restarts at step 1.</li> </ol>	<p>During school/bubble closures</p>	<p>Class teachers/TAs and SLT</p>	<p>ICT Hardware</p>

## K.) Critical Worker and Vulnerable Children's Provision (during wider school closure)

Action	When	Lead(s)	Resources
1. Initially, group eligible children into following 4 bubbles of 15 children: EYFS, KS1, LKS2, UKS2 (60 children in total).	During wider school closure	Paul & SLT	n/a
2. Assign two members of staff per bubble on a weekly shift rota basis, using as many staff as available to reduce the frequency of shifts as much as possible.	During wider school closure	Paul & SLT	n/a
3. If a bubble fills, children can be placed outside their key stage (in an adjacent key stage) in order to accommodate them; this should be done based on which children would be best suited to be placed in other bubbles, according to their individual needs (e.g. an EHCP child may be better supported in a lower key stage bubble).	During wider school closure	Paul & SLT	n/a
<p>4. Ensure maximum capacity does not exceed five bubbles, if demand rises above the initial four bubbles in place. This would mean a maximum capacity of 5 x 15 children = 75 children on site at any one time. The limit is set at five bubbles as this would mean staff working across three weekly shifts, which is the minimum number of shifts we can sustain whilst still having staff available to provide remote education; i.e. this allows one year group teacher to be on shift whilst their partner provides remote education whilst still ensuring there is spare capacity within the system to cover illness, isolating etc.</p> <p>In order to avoid increasing frequency of staff shifts to open the fifth bubble with only a small number of children in it – and to minimise the risks associated for staff of increasing frequency of shifts – we will adopt a ‘transition’ approach when the initial four bubbles fill. In the transition approach, we would temporarily increase existing bubble size limits to 18 children (i.e. 3 more than the current size of 15). This would allow us to temporarily continue with four bubbles and staff working across four shifts whilst pupil numbers build. However, as soon as we are no longer able to meet demand with a transition capacity of 18, we would then open the fifth bubble and re-assign children to bubbles of 15 in order to revert to our original plan, i.e. five bubbles with 15 children in each. Our maximum capacity would there remain unchanged throughout, i.e. 75 children on site at any one time.</p> <p>Whilst we understand that this increases the number of children in classrooms during the transition period, we feel that this is less of a risk than asking staff to come in more frequently and therefore the option we should pursue is the transition approach. DfE guidance states that ‘Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small’, the ‘where possible’ is there of course because some school nationally already have most of their children in school in classes close to 30. Increasing the number of children per class to 18 would mean some children sharing desks, but we know that</p>	Ongoing	Paul & SLT	n/a

<p>children do not socially distance throughout the day and are not expected to (e.g. playground, dining hall); the transition approach relates to keeping risk to staff as minimal as possible whilst giving provision to as many children as it is safe to do so.</p>			
<p>5. If demand exceeds maximum capacity, priority will be given to children who fit the following criteria in addition to the broad definitions found at <a href="#">Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)</a>:</p> <p><b>VULNERABLE</b></p> <ul style="list-style-type: none"> <li>• Whilst the DfE criteria states that this includes those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study), we would need to review this on a case by case basis in the event of over-subscription, taking into account: <ul style="list-style-type: none"> <li>✓ information known at the school in relation to the families' needs;</li> <li>✓ concerns raised by class teachers identified through remote education interaction;</li> <li>✓ family accommodation;</li> <li>✓ number of siblings needing to access remote education;</li> <li>✓ access to devices; and</li> <li>✓ the mental health of the children and their parents/carers.</li> </ul> </li> </ul> <p>Where the provision of additional devices by the school will allow children to remote educate at home we will endeavour to supply them. We will also give consideration to how long children have been accessing the provision at school, giving priority to those who are already settled in an established routine of coming to school.</p> <p>For children who are not engaging with remote education at home and where this cannot be resolved through the school providing devices and additional support remotely, school will encourage individuals to attend at point v. of the escalation system below:</p> <ol style="list-style-type: none"> <li>i. class teacher attempts to encourage child to engage through fortnightly calls home;</li> <li>ii. where this does not lead to contact or engagement after 2 weeks of 2 attempted calls per week using all available numbers (i.e. 4 calls in total across 2 weeks), class teacher will escalate the concern to the SLT member on duty;</li> <li>iii. SLT member on duty will attempt to contact the parent/carer ideally within 3 working days of the escalation from the class teacher and, if unable to make contact after 3 attempts, a home visit will be scheduled for the same or the following week</li> <li>iv. where contact is unable to be made by the SLT member even through a home visit, this will be referred to the DSL as a safeguarding issue through CPOMS;</li> </ol>	Ongoing	Paul & SLT	n/a

<p>v. where contact has been made and a solution agreed with the family, this is fed back to the class teacher and this process restarts at step 1.</p> <p>vi. if this process repeats twice, we will then invite the pupil to come into school under the 'vulnerable' category if there is space available. If not, we will continue to work with parents/carers to support remote education at home.</p> <p><b>CRITICAL WORKERS</b></p> <ul style="list-style-type: none"> <li>Children whose parents are <u>both</u> critical workers and single parent critical workers. As per DfE guidance <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90121/Restricting_attendance_during_the_national_lockdown_schools.pdf">Restricting attendance during the national lockdown: schools (publishing.service.gov.uk)</a>: 'Parents and carers who are critical workers should keep their children at home if they can.'</li> </ul> <p>Measures outlined above to set a maximum capacity are in place to support DfE guidance <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90121/Restricting_attendance_during_the_national_lockdown_schools.pdf">Restricting attendance during the national lockdown: schools (publishing.service.gov.uk)</a> which states:</p> <ul style="list-style-type: none"> <li>✓ 'limiting attendance is about supporting the reduction of the overall number of social contacts in our communities'</li> <li>✓ 'Under the national lockdown, the expectation is that everybody should work from home where possible'</li> <li>✓ 'It may also be that some pupils who have difficulty engaging in remote education may be considered to be vulnerable children, and therefore eligible to attend provision in person. As outlined in the guidance, this is a decision based on local discretion and the needs of the child and their family, as well as a wide range of other factors.'</li> </ul> <p>Additionally, on 8 January 2021, in response to pressure, the DfE stated that: "We are aware of reports of schools and colleges having more pupils in attendance this week than during the last period when schools were only open to vulnerable and key worker pupils. The national restrictions mean all children who can stay at home should stay at home."</p> <p>The SLT will make the final decision re placements in the case of oversubscription.</p>			
<p>6. Nursery provision will be available to families who want their children to attend. All nursery families will be contacted to discuss their child's attendance and places allocated where requested as long as there is pupil capacity within guidelines set out in section K4.</p>	Ongoing	Julia	n/a
<p>7. Staff must follow measures relating to social distancing and hygiene as laid out in this plan. In addition, all adults – both staff and parents/carers – must wear a face covering during drop-off and pick-up time. Parents/carers who fail</p>	Ongoing	All staff	n/a



<p>to adhere to this must be reminded each time and referred to the SLT member on duty if this becomes a persistent issue.</p> <p>As per DfE guidance, it is reasonable to assume that staff will now have access to face coverings due to their increasing use in wider society. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it, or it having become soiled or unsafe, staff should use school supplies until they are able to resolve this.</p> <p>Remember: safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p>			
<p>8. Where first aid is needed in a bubble without a first aider, a first aider from another bubble can be called to consult from a distance of at least two metres but the staff in the bubble must physically carry out any first aid. However, if they first aider needs to intervene directly in a serious emergency then this takes priority.</p>	Ongoing	All staff	n/a
<p>9. All children will arrive at and leave school via the KS2 playground since low numbers and large space available enables social distancing. The provision runs 9am – 3:30pm. In order to maximise the chances of keeping all bubbles consistently open for critical worker/vulnerable children, minimise the number of staff on site and keep risk of infection to a minimum, the before and after school clubs will not operate as this would necessitate the mixing of bubbles and have the potential to close multiple bubbles should a child/staff member test positive.</p>	Ongoing	All staff	n/a
<p>10. Ensure that every Monday the children are reminded in class using updated PowerPoint (in a way appropriate to their age):</p> <ul style="list-style-type: none"> <li>✓ to inform staff if they are feeling unwell</li> <li>✓ to try not to get too close to each other and adults as much as possible</li> <li>✓ to stay within their groups and not mix with children from other groups</li> <li>✓ about the need to wash hands <ul style="list-style-type: none"> <li>➤ on arrival at school (hand sanitizer in lines in playground)</li> <li>➤ after breaks (hand sanitizer in lines in playground)</li> <li>➤ before eating (sinks in classrooms)</li> <li>➤ after eating (hand sanitizer on exit from dining hall)</li> <li>➤ before going home (hand sanitizer in classrooms)</li> <li>➤ after sneezing or coughing into their hand, elbow or a tissue (sinks in classrooms)</li> <li>➤ every time they use the toilet (sinks in toilets)</li> <li>➤ before and after using PPE (hand sanitizer)</li> <li>➤ before changing rooms (hand sanitizer)</li> </ul> </li> </ul>	Ongoing	All staff	Updated PowerPoint

<ul style="list-style-type: none"> <li>➤ after contact with a person who is unwell (sink in toilets or classroom)</li> <li>✓ not to touch their mouth, eyes and nose</li> <li>✓ to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>✓ to stay in their bubbles</li> <li>✓ to ask before using the toilet (including during playtime) and ensure that there are no more than 3 children in a toilet at one time</li> </ul>			
11. Visitors must only be allowed onto site if their reason for visiting is urgent and if contact cannot be done remotely (e.g. parents/carers with urgent appointments which cannot be carried out remotely, social workers, police, etc.).	Ongoing	Admin Team	n/a

## L.) The Vale

Action	When	Lead(s)	Resources
<p>The following has been agreed with The Vale:</p> <ul style="list-style-type: none"> <li>✓ Vale and Lancs children will be kept as separate as possible;</li> <li>✓ School transport services will continue to adapt timings to reduce cross-over of Vale/Lancs children;</li> <li>✓ Vale children will use a cordoned-off sections of the KS2 playground, accessed via the back gate;</li> <li>✓ Vale children will eat in their own area, with food brought from dining hall;</li> <li>✓ Vale staff will use their own staffroom.</li> </ul>	TBC	Paul, Sarah, Charlie and Sam	n/a

## M.) Extra-Curricular Provision & Trips

Action	When	Lead(s)	Resources
1. After School Clubs will resume from Sept 2021. Children will be able to mix across bubbles.	From 1/9/21	Eoin	n/a
<p>2. In line with the lockdown exit roadmap, we can resume educational day visits no earlier than 12 April. As a general rule, visits can go ahead if considered important for the children's education. Staff should consult with the school business manager in making this decision and make an application via Evolve.</p> <p>Any visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p>	From 6/9/21	Eoin	n/a

Staff should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.			
3. In line with the roadmap, we can undertake domestic residential education visits, from 17 May 2021.  Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. Staff will need to ensure that the host organisation has adhered to current COVID guidelines for residential trips. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a> (Annex C)	From 6/9/21	Eoin	n/a
4. In order to comply with statutory staffing ratios, breakfast and after school clubs will only be open for children from reception year group upwards. We will investigate levels of interest in nursery after school club provision in early autumn term, and implement provision if this can be made financially viable.	Ongoing	Eoin	n/a
5. Before and after school club operations will return to pre-pandemic arrangements; children can mix across bubbles.	Ongoing	Eoin	n/a

## N.) Pupil Attendance & Communication with Parents/Carers

Action	When	Lead(s)	Resources
1. The school will need to ensure that parents/carers are clear about: ✓ their duty to secure that their child attends regularly at school; ✓ schools' responsibilities to record attendance and follow up absence; ✓ the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct	Ongoing	Kamelia	Education Welfare Service
2. Where children are unable to attend school as parents are following clinical and/or public health advice, absence will not be penalised.	Ongoing	Kamelia	n/a
3. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education.	Ongoing	Paul	n/a
4. Ensure that the relevant details of this plan are shared with parents during the WB 28/8/21.	WB 28/9/21	Paul	n/a
5. Ensure that the school website is updated with information about provision and protective measures in place whenever these measures are changed, including this plan.	Ongoing	Paul	n/a

6. Add weekly newsletter reminder to parents about the necessity to test their child for Coronavirus and report back to school, if advised to do so.	Ongoing	Paul	n/a
7. Where a child routinely attends more than one setting on a part time basis (e.g. goes to a childminder before or after school), we will direct parents and carers to this document on the school website and encourage them to discuss systems of controls with the other setting to address any risks identified to deliver appropriate care for the child.	Ongoing	SLT	n/a

## O.) Visitors to the School

Action	When	Lead(s)	Resources
1. Visitors can be allowed onto site if their contact cannot be done remotely (e.g. parents/carers with urgent appointments which cannot be carried out remotely, the WCiT teachers, social workers, police, etc.) or if being done remotely would limit the quality of the contact (e.g. for some governors meetings).	Ongoing	Admin Team	n/a
2. Access to parents/carers onto site will remain as per 2020/21 Return to School Plan. This will be reviewed on an event-by-event basis as the year progresses, depending upon local infection rates.	Ongoing	SLT	n/a
3. During the EYFS settling in period, one parent for each child will be allowed to stay in the EYFS outdoor bubble for a short period of time to support with transition. This parent will enter and exit via the office.	From 6/9/21	Julia	n/a
4. Lettings can go ahead, but post-letting cleaning must be carried out in line with the measures outlined in this document before children and staff return to school. As part of the letting process, the SBM/Site Team will check that the hirer is aware of COVID guidance/restrictions and applying them to their provision.	Ongoing	SBM/Site Team	n/a

## P.) First Aid

Action	When	Lead(s)	Resources
<p>1. When administering first aid:</p> <ul style="list-style-type: none"> <li>✓ if you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms;</li> <li>✓ try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone;</li> </ul>	Ongoing	Veronica/ First Aiders	PPE

<ul style="list-style-type: none"> <li>✓ if they are capable, tell the first aid recipient to do things for you, but treating the casualty properly should be your first concern;</li> <li>✓ after delivering any first aid, ensure you safely discard disposable items and clean reusable ones thoroughly;</li> <li>✓ wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.</li> </ul>			
<p>2. If CPR is needed:</p> <ul style="list-style-type: none"> <li>✓ call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms;</li> <li>✓ ask for help – tell an adult or able child to call a member of SLT;</li> <li>✓ before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation;</li> <li>✓ use <ul style="list-style-type: none"> <li>• disposable gloves</li> <li>• eye protection</li> <li>• apron</li> </ul> </li> <li>✓ only deliver CPR by chest compressions – don’t do rescue breaths.</li> </ul>	Ongoing	Veronica/ First Aiders	PPE
<p>3. During provision for key worker and vulnerable children only, where first aid is needed in a bubble without a first aider, a first aider from another bubble can be called to consult from a distance of at least two metres but the staff in the bubble must physically carry out any first aid. However, if the first aider needs to intervene directly in a serious emergency then this takes priority.</p>	Ongoing	All staff	

## Q.) Testing at Home (during wider school closure)

Action	When	Lead(s)	Resources
<p>1. Staff can opt in to test for Coronavirus at home twice weekly using the lateral flow (rapid) tests provided through the school. This is not obligatory, but is recommended to control the spread of virus in the school. Staff opt in by coming in to collect their tests; there is no other formal opting in process.</p>	During Wider School Closure	All staff	
<p>2. Tests should be carried out twice a week, 3/4 days apart. Home testing staff should test on Monday mornings (before coming into work, if on shift) and Friday mornings (or after shift by 5pm, if on shift), inform line managers immediately if their result is positive and complete the school’s online test reporting form. This will allow time for alternative staffing arrangements to be made and for contact tracing to be undertaken if necessary.</p>	During Wider School Closure	All staff	

<p>In order to safeguard and reassure families and staff, the measures outlined in this plan for a positive test result will commence after a positive lateral flow test (since a false positive is relatively unlikely) without the need for a PCR confirmation.</p> <p>If staff receive a positive test result they and their household must isolate and – if they have symptoms – book a confirmatory full PCR test.</p>			
<p>3. Any child or staff member experiencing any of the following:</p> <ul style="list-style-type: none"> <li>✓ a new, continuous cough; or</li> <li>✓ a high temperature (a temperature of 37.9C or more is usually considered a high temperature); or</li> <li>✓ a loss of, or change in, their normal sense of taste or smell (anosmia);</li> </ul> <p>should follow the usual guidelines and self-isolate and book a full PCR test <u>EVEN IF they have a negative lateral flow test result.</u></p>	During Wider School Closure	All staff	
<p>4. Staff opting in will be given a box of 7 tests – enough for 3½ weeks of testing. Once staff have collected their initial allocation, they must be responsible for ensuring that they then collect their next batch in the week prior to running out. Tests should be collected as follows:</p> <ul style="list-style-type: none"> <li>✓ <u>Staff on shift</u> should collect them from the SLT on duty <b>anytime before the end of the week</b>. There is no need for PPE to be worn during this exchange as both staff are interacting in school already, but please observe the usual social distancing measures when collecting/signing for them.</li> <li>✓ <u>Staff working from home</u> should come into school via the main anytime entrance <b>between 9.30am – 10.00am on Tuesdays</b> and collect from the dining hall breakfast club door, where the SLT on duty will be located. Again, ensure social distancing measures are followed, especially in the unlikely event that a queue forms outside the dining hall. As these staff members will not be on shift together, all must wear a face covering and use hand sanitiser before and after collecting/signing for the tests. The SLT on duty must wipe down surfaces with disinfectant spray at the end of the collection session.</li> </ul> <p>When collecting tests staff will be asked to sign a form to indicate whether or not they are happy for the school to share with all staff when they test positive; the purpose of doing this is to enable staff to feel that they are kept informed and so that they are able to assess for themselves if they have been a close contact of that person in the 48 hours period prior to the test. This consent will also apply to the full PCR tests. These forms will also be shared with staff who are not opting into the rapid test school when the school fully re-opens. Staff are not in any way obliged to give consent.</p>	During Wider School Closure	All staff	Test kits

<p>5. When giving out test kits, the SLT on duty must:</p> <ul style="list-style-type: none"> <li>✓ adhere to the safety measures outlined above;</li> <li>✓ give each staff member one box of 7 tests (they can come for their next box in the week before their tests will run out);</li> <li>✓ hand out the correct 'Instructions for Use' leaflet with each allocation and tell the member of staff to disregard on the one in the box;</li> <li>✓ ask staff to fill out the consent form to indicate whether or not they are happy for their name to be shared with staff if they test positive;</li> <li>✓ complete the test kit log found in SLT Hub\Coronavirus\Testing &amp; Tracing and Case Management;</li> <li>✓ inform Paul if the number of boxes of tests falls below 15, so that he can order more.</li> </ul>	During Wider School Closure	SLT on duty	Test kits Instructions for Use leaflets Test kit log
<p>6. When carrying out a test at home, the staff member must:</p> <ul style="list-style-type: none"> <li>✓ re-test immediately if their test result is unclear or VOID;</li> <li>✓ inform their SLT line manager of the final outcome via text immediately if this affects them coming into work that day or the next, and complete the school's online reporting form;</li> <li>✓ report via the form any issues with the test e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.;</li> <li>✓ report the outcome to the NHS using the guidelines provided in the instructions;</li> <li>✓ isolate with their household and book a confirmatory full PCR test in the event of a positive result with symptoms;</li> </ul>	During Wider School Closure	All staff	
<p>7. SLT must:</p> <ul style="list-style-type: none"> <li>✓ advise staff what to do in the event of a positive result, i.e. isolate with household and book a PCR test if they have symptoms;</li> <li>✓ respond as per usual practice to any positive test result, including organising staffing and liaising with Paul if contact tracing is required.</li> </ul> <p>Due to workload considerations, SLT are <u>not required</u> to chase test results where these are not reported by staff.</p>	During Wider School Closure	SLT	Test Results Register
<p>8. In addition, Paul will:</p> <ul style="list-style-type: none"> <li>✓ order more test kits when required;</li> <li>✓ report any common testing issues or incidents to the DfE helpline as required, e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.</li> </ul>	During Wider School Closure	Paul	

## R.) Testing at Home (during full school opening)

Action	When	Lead(s)	Resources
<p>1. Staff can opt in to test for Coronavirus at home twice weekly using the lateral flow (rapid) tests provided through the school. This is not obligatory, but is recommended to control the spread of virus in the school. Staff opt in by coming to collect their tests; there is no other formal opting in process.</p>	During Full School Opening	All staff	
<p>2. Tests should be carried out twice a week, 3/4 days apart. Home testing staff should test on Monday mornings (before coming into work) and Thursday mornings (before coming into work), inform line managers immediately if their result is positive and complete the school's online test reporting form. This will allow time for alternative staffing arrangements to be made and for contact tracing to be undertaken if necessary.</p> <p>In order to safeguard and reassure families and staff, the measures outlined in this plan for a positive PCR test result will commence after a positive lateral flow test (since a false positive is relatively unlikely).</p> <p>If staff receive a positive test result they and their household must isolate and – if they have symptoms – book a confirmatory full PCR test.</p>	During Full School Opening	All staff	
<p>3. Any child or staff member experiencing any of the following:</p> <ul style="list-style-type: none"> <li>✓ a new, continuous cough; or</li> <li>✓ a high temperature (a temperature of 37.9C or more is usually considered a high temperature); or</li> <li>✓ a loss of, or change in, their normal sense of taste or smell (anosmia);</li> </ul> <p>should follow the usual guidelines and self-isolate and book a full PCR test EVEN IF they have a negative lateral flow test result.</p>	During Full School Opening	All staff	
<p>4. Staff opting in will be given a box of 7 tests – enough for 3½ weeks of testing. Once staff have collected their initial allocation, they must be responsible for ensuring that they then collect their next batch in the week prior to running out. Tests should be collected from the hatch of the admin office on Wednesdays.</p> <p>When collecting tests staff will be asked to sign a form to indicate whether or not they are happy for the school to share with all staff when they test positive; the purpose of doing this is to enable staff to feel that they are kept informed and so that they are able to assess for themselves if they have been a close contact of that person in the 48 hours period prior to the test. This consent will also apply to the full PCR tests. These forms will also be shared with staff who are not opting into the rapid tests. Staff are not in any way obliged to give consent.</p>	During Full School Opening	All staff	Test kits



<p>5. When giving out test kits, the admin team must:</p> <ul style="list-style-type: none"> <li>✓ give each staff member one box of 7 tests (they can come for their next box in the week before their tests will run out);</li> <li>✓ hand out the correct 'Instructions for Use' leaflet with each allocation and tell the member of staff to disregard on the one in the box;</li> <li>✓ ask staff to fill out the consent form to indicate whether or not they are happy for their name to be shared with staff if they test positive (if not already done);</li> <li>✓ complete the test kit log found in SLT Hub\Coronavirus\Testing &amp; Tracing and Case Management;</li> <li>✓ inform Paul if the number of boxes of tests falls below 15, so that he can order more.</li> </ul>	During Full School Opening	SLT on duty	Test kits Instructions for Use leaflets Test kit log
<p>6. When carrying out a test at home, the staff member must:</p> <ul style="list-style-type: none"> <li>✓ re-test immediately if their test result is unclear or VOID;</li> <li>✓ inform their SLT line manager of the final outcome via text immediately if this affects them coming into work that day or the next, and complete the school's online reporting form;</li> <li>✓ report via the form any issues with the test e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.;</li> <li>✓ report the outcome to the NHS using the guidelines provided in the instructions;</li> <li>✓ isolate with their household and book a confirmatory full PCR test in the event of a positive result if they have symptoms;</li> </ul>	During Full School Opening	All staff	
<p>7. SLT must:</p> <ul style="list-style-type: none"> <li>✓ advise staff what to do in the event of a positive result, i.e. isolate with household and book a PCR test if they have symptoms;</li> <li>✓ respond as per usual practice to any positive test result, including organising staffing and liaising with Paul if contact tracing is required.</li> </ul> <p>Due to workload considerations, SLT are <u>not required</u> to chase test results where these are not reported by staff.</p>	During Full School Opening	SLT	Test Results Register
<p>8. In addition, Paul will:</p> <ul style="list-style-type: none"> <li>✓ order more test kits when required;</li> <li>✓ report any common testing issues or incidents to the DfE helpline as required, e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.</li> </ul>	During Full School Opening	Paul	

## S.) Outbreak Management Plan (for managing local outbreaks of COVID-19)

This plan may be implemented in consultation with Haringey Public Health if there is:

- 5 cases or 10% (whichever is reached first) test-confirmed cases of COVID-19 (either PCR testing or LFD Ag testing with follow-up PCR) within 10 days, among students or staff clustered in a consistent group or cohort. Dates should be calculated based on illness onset, or test date if asymptomatic; or
- evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID-19 infection (PCR or LFD Ag with follow up PCR) as the setting may require advice on risk assessment and communication.

Action	When	Lead(s)	Resources
1. In the case of a local outbreak, in addition to close contacts being asked to do a PCR test, all children within that bubble (Rec upwards, not nursery due to ineffectiveness of these tests on younger children) should be asked to take a lateral flow test ASAP (school could provide this from own stock if needed) and then again in another 3 days. A positive test result should then instigate the usual isolation procedures for that child.	TBA	SLT	Lateral flow tests
2. Measures outlined in previous COVID Management/Return to School Plans may be re-introduced (such as individual class bubbles, face coverings, etc.). Specific measure which would be introduced would be agreed in consultation with Public Health Haringey but would most likely include: <ul style="list-style-type: none"> <li>- reducing the size of bubbles to classes rather than year groups;</li> <li>- further limiting contact between children in separate bubbles;</li> <li>- re-implementing the use of face-coverings for adults;</li> <li>- reiterating hygiene and cleaning routines;</li> <li>- limiting visitor access to the school site.</li> </ul>	TBA	SLT	n/a
3. In the case of an outbreak in the local area, the school may be advised to limit: <ul style="list-style-type: none"> <li>• residential educational visits</li> <li>• open days</li> <li>• transition or taster days</li> <li>• parental attendance in settings</li> <li>• performances in settings</li> </ul> Local authorities, Directors of Public Health and PHE Health Protection Teams may recommend these precautions in one setting, a cluster of settings, or across an entire area	TBA	SLT	n/a
4. For before and after school clubs, if attendance restrictions are needed vulnerable children and young people in school will be allowed to attend if this is normally the case. For all other children, parents and carers should only be	TBA	SLT	n/a

allowed to access these provisions for their children in school for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training.			
<p>5. Attendance restrictions will only ever be considered as a last resort.</p> <p>High-quality remote education will be provided for all pupils or students not attending.</p> <p>If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 will prioritised for attendance. If attendance is restricted further (i.e. whole school lockdown), vulnerable children and children of critical workers will still be allowed to attend. See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people</a> for definitions for critical workers and vulnerable children.</p>	TBA	SLT	n/a
6. Children for whom there is COVID in the household should not come into school until they have a negative PCR test	TBA	SLT	n/a
7. Shielding can only be reintroduced by national government and is currently paused. In the event of a major outbreak or variant of concern that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.	TBA	SLT	n/a
<p>8. The school will provide meal options for all pupils who are in school. Meals will be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria.</p> <p>We will also offer free school meals support in the form of meals, lunch parcels or vouchers for pupils who are eligible for benefits related free school meals and who are not attending school because they:</p> <ul style="list-style-type: none"> <li>• are self-isolating</li> <li>• have had symptoms or a positive test result themselves</li> <li>• are a close contact of someone who has COVID-19</li> </ul>	TBA	SLT	n/a
9. For educational visits, any attendance restrictions will be reflected in the visits risk assessment and the SLT will consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting will go on an educational visit.	TBA	SLT	n/a

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## Appendix i – Parenthub message to bubble parents/cares for a confirmed case contact

Subject: Your child is a close contact of a COVID case

Dear Parent/Carer,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school.

We have followed the national guidance and have identified that your child in **[class]** class has been in close contact with the affected person.

In line with the national guidance we ask that:

- your child is booked in for a PCR test as soon as possible. They can continue to remain in school whilst they await the test result, as long as they do not have any COVID symptoms.
- close contact pupils from reception age or above take a Lateral Flow Device (LFD) test as soon as it is possible to do so (i.e. after school) and before returning to school and every day for 7 days. If your child is younger than 12 years old, or has disabilities, you will need to do the test for them.

Please see attached letter for more information.

Further details in relation to Coronavirus symptoms and self-isolation is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

**[ATTACH APPENDIX II LETTER]**

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Appendix ii – Letter which must be attached to appendix i Parenthub message for a confirmed case contact

# Lancasterian Primary School



A safe and welcoming learning community where:

- we all aim high;
- everyone is included;
- creativity is valued.

King's Road, Tottenham, London, N17 8NN

Tel: 020 8808 8088, email: [admin@lancs-pri.haringey.sch.uk](mailto:admin@lancs-pri.haringey.sch.uk)

Head Teacher: Paul Murphy

Deputy Head Teacher: Charlotte Clinton

**Notification: Your child is a close contact of a COVID case at school**

**Date:**

Dear Parents and Carers,

## **Case of COVID-19**

We have been informed that a person within our school has tested positive for coronavirus (COVID-19) and your child has been identified by the school as a close contact to the person testing positive.

## **What should you do now?**

- Your child can continue to attend school if they are feeling well and showing no symptoms of COVID-19.
- Your child must **book in for a PCR test** which can be arranged by following this link: <https://www.gov.uk/get-coronavirus-test>. Within Haringey, tests are available from Stamford Hill Primary School, N15, and the Irish Centre, N17 (appointment only). PCR tests can also be arranged to get posted to you and these should arrive the following day.
- In addition to arranging a PCR test, close contact pupils from reception age or above must take a Lateral Flow Device (LFD) test **as soon as it is possible to do so (i.e. after school) and before returning to school and every day for 7 days**. If your child is younger than 12 years old, or has disabilities, you will need to do the test for them.

Families can collect a lateral flow testing kit from any local pharmacy (or library). A full list of where to collect testing kits is available here: <https://maps.test-and-trace.nhs.uk/>. If you are unable to collect one, lateral flow testing kit can be posted to your address using the Government website: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>.


New evidence has emerged suggesting that lateral flow tests are more than 80% effective at detecting any level of COVID-19 infection which is much higher than previously thought. They are therefore being advised to use more routinely within schools as a useful public health tool for limiting the spread of the virus but must only be used by those showing no symptoms of COVID-19.

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Because it can take up to 10 days before symptoms appear after having had contact with a positive case, we kindly ask you do not send your child to school if they start to feel unwell during this time. If your child starts to feel unwell within the next 10 days, they should arrange for a PCR test immediately – regardless of having previously tested negative a few days before on a PCR test or a lateral flow test.

**We thank you for your support as we continue to stride towards keeping our school and wider community safe.**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Paul Murphy', with a large loop at the end.

PAUL MURPHY  
Head Teacher

For more information:

[www.gov.uk/coronavirus/education-and-childcare](http://www.gov.uk/coronavirus/education-and-childcare)

[www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) or by phone 111

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## Appendix iii – Parenthub message to whole school community to inform of confirmed case

SUBJECT: Coronavirus Update

Dear Parents/Carers,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school. Staff and children who have had close contact with the infected person have already been advised to get a PCR test and take lateral flow tests for the next 7 days, but can remain in school.

The school remains open for all children and staff and – providing your child remains well – they can continue to attend school as normal. We will keep this under constant review.

We are continuing to monitor the situation and are working closely with Public Health England.

Please see attached letter for more information.

Further details in relation to Coronavirus symptoms and self-isolation is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

**[ATTACH APPENDIX IV LETTER]**

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Appendix iv – Letter which must be attached to appendix iii ParentHub message to whole school community when informing of confirmed case (also saved in SLT\Coronavirus\Return to School & COVID Management Plans\Bubble Home Letters)

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Tel: 020 8808 8088, email: [admin@lancs-pri.haringey.sch.uk](mailto:admin@lancs-pri.haringey.sch.uk)

Head Teacher: Paul Murphy

Deputy Head Teacher: Charlotte Clinton

[DATE]

Dear Parents/Carers,

## Case of COVID-19

We have been advised that a person in our school has tested positive for coronavirus.

### What has the school done?

We have carried out a full risk assessment and everyone who has been in contact with the person who tested positive has been identified and told to get a PCR test and take lateral flow tests for the next 7 days. Unless you have just been informed otherwise, your child has NOT been in contact with the positive case according to public health guidelines and does not need to get a PCR test. This letter has been sent out to all families in our setting to let them know of the current situation and provide advice on how to support their child.

### What do you need to do?

The school remains open and if your child is well, they can continue to attend as normal. We are continuing to monitor and review the situation.

### **Do be alert for the symptoms of coronavirus which are:**

- **A high temperature**
- **A new continuous cough**
- **A loss of, or change in, normal sense of taste or smell**

See [www.nhs.uk/conditions/coronavirus-covid-19/symptoms](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms)

If your child develops ANY of the three main symptoms of COVID-19, however mild, they should stay at home and get tested as soon as possible. Please be reassured that for most people, especially children, coronavirus (COVID-19) will be a mild illness.

PCR tests can be arranged by following this link: <https://www.gov.uk/get-coronavirus-test>. Within Haringey, tests are available from Stamford Hill Primary School, N15 (appointment only). Please note you can also arrange for a PCR test to be posted to you which should arrive the following day.

**We know that this is a difficult time for families and thank you for your support as we work to keep our school and wider community safe.**

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For more information see next page, and:

[www.gov.uk/coronavirus/education-and-childcare](http://www.gov.uk/coronavirus/education-and-childcare)

[www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) or by phone 111.

Please note:

Eligible parents or guardians of children who have been advised to self-isolate can apply for the Test and Trace Support Payment scheme if they are on a low income, unable to work from home and need to take time off work to care for a child who is self-isolating. Please visit <https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support/claiming-financial-support-under-the-test-and-trace-support-payment-scheme> for more details.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Murphy', with a large loop at the end of the name.

PAUL MURPHY

Head Teacher

## Appendix v – Risk Assessment Checklist

	Information Gathered	Action to Take
<b>Verify with confirmed case</b>		
Check date of symptom onset or date of test if asymptomatic		
Identify dates of attendance at school during infectious period (2 days prior to symptom onset <b>or</b> 2 days prior to test date if asymptomatic, up to the most recent day of attendance)		Advise on the self-isolation period
<b>If confirmed case did not attend school during the infectious period, then no further action is required with the school.</b>		
<b>Risk Assessment</b>		
<p><b>Identify exposure areas (only exposures while the case was infectious):</b> Consider class, year group and if a member of any other school groups (e.g. breakfast or after school club, sports or music group).</p>	<p>Class:</p> <p>Year group:</p> <p>Breakfast club or after school club?</p> <p>Music, sports, or other activity?</p> <p>Travel to school?</p>	
<p><b>Identify contacts (only contacts while the case was infectious):</b> Haringey Public Health have advised that this will generally be those who <i>“are known to have had very close contact with the positive case, such as those sitting at the same table or who are very close friends with the pupil”</i> and that schools should <i>“only asks the entire class to take a PCR test if there are two or more cases within the same class”</i> (21/9/21 Email Update)</p> <p>You will need to consider contacts in all of the exposure areas identified above.</p> <p>Contacts may be:</p> <ul style="list-style-type: none"> <li>• Close face-to-face contact with a case for any length of time, including being coughed on, a close face to face conversation and unprotected skin-to-skin physical contact.</li> <li>• Exposure within 1 metre for 1 minute or longer.</li> <li>• Extended close contact within 2 metres for more than 15 minutes.</li> <li>• Anyone who travelled in a small vehicle (car or people-carrier size) with the confirmed case.</li> <li>• Children in friendship groups who are known to have had definite direct contact with the</li> </ul>		Take PCR and lateral flow tests and continue to attend school

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confirmed case; this should be specific identifiable individuals (rather than groups where contact cannot be ruled out).		
<b>Refer to the appropriate section below</b>		
<b>Early Years and Key Stage 1 (Foundation to Year 2)</b>		
		Take PCR and lateral flow tests and continue to attend school
<b>Key Stage 2 (Year 3-6)</b>		
<ul style="list-style-type: none"> <li>• If there is a seating plan for all lessons and it is felt that social distancing has been observed in the classroom then look at seating plans instead. Identify contacts as children who sat within 2 metres of the case during their infectious period</li> <li>• Children in friendship groups who are known to have had definite direct contact with the case during their infectious period</li> <li>• Staff members who report that they have had contact with the case during their infectious period</li> <li>• Any other people who they have had definite face to face contact with at break times or in another group activities? This should be specific identifiable individuals (rather than groups where contact cannot be ruled out)</li> </ul>		Take PCR and lateral flow tests and continue to attend school

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Head Teacher: Paul Murphy

Deputy Head Teacher: Charlotte Clinton

**Notification: You have been identified as a close contact of a COVID case at school**

**Date:**

Dear Colleague,

## **Case of COVID-19**

We have been informed that a person within our school has tested positive for coronavirus (COVID-19) and you have been identified by the school as a close contact to the person testing positive.

### **What should you do now?**

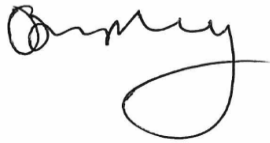
- If you are fully vaccinated, and it has been 14 days since the date of your 2<sup>nd</sup> vaccination dose, you can continue to attend work. Please take a lateral flow test (rapid test) as soon as possible and before returning to school. You should take a lateral flow test every day for a total of 7 days.
- If you are not fully vaccinated, you should go home to self-isolate immediately until 23:59 on **[INSERT DATE – 10 days from last contact]** and book in for a PCR test which can be arranged by following this link: <https://www.gov.uk/get-coronavirus-test>. Within Haringey, tests are available from Stamford Hill Primary School, N15, and the Irish Centre, N17 (appointment only). PCR tests can also be arranged to get posted to you and these should arrive the following day. If your PCR test result during your isolation period is negative, you must continue to self-isolate as you could still become infectious and pass the infection onto others. Stay at home for your full isolation period to avoid putting others at risk.

Because it can take up to 10 days before symptoms appear after having had contact with a positive case, we kindly ask you do not attend work if you start to feel unwell during this time. If you start to feel unwell within the next 10 days, you should arrange for a PCR test immediately – regardless of having previously tested negative a few days before on a PCR test or a lateral flow test.

**We thank you for your support as we continue to stride towards keeping our school and wider community safe.**

Yours sincerely,

**KEY:** New in this Version Completed In Process Unable to Complete/No Longer Required



Head Teacher

For more information:

[www.gov.uk/coronavirus/education-and-childcare](http://www.gov.uk/coronavirus/education-and-childcare)

[www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) or by phone 111

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## [Appendix vii – Parenthub message to parent/carer of confirmed COVID case](#)

[SUBJECT] Isolation & Remote Ed Guidelines for Your Child

Dear Parent/Carer,

We are sorry to hear your child has Coronavirus and hope they are not too unwell. Self-isolation for confirmed Coronavirus cases has been reduced to 5 days, as long as lateral flow device tests (LFDs) are used to check that the virus has cleared. As such:

- they should isolate for at least 5 days from the onset of their symptoms, unless they cannot take an LFD for any reason in which case they isolate for 10 days.
- they must take LFDs on day 5 and day 6 of their isolation period. If they receive two negative test results they are no longer required to complete 10 full days of isolation. The first test must be taken no earlier than day 5 of the isolation period and tests must be taken 24 hours apart. This also applies to children under 5, if parents/carers wish to. If both these test results are negative, and they do not have a high temperature, they may end their isolation after the second negative test result and return to school.
- if the LFD on day 5 or day 6 are positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of isolation, whichever is earliest.
- if no tests are taken, then a full 10 day isolation period will need to be completed.
- in all cases, staff and pupils can only 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. If they still have a high temperature, they should keep isolating until their temperature returns to normal.
- if someone has tested positive whilst not experiencing symptoms but develops symptoms during isolation, they should restart the isolation period from the day they develop symptoms.

Please visit <https://www.lancasterianprimary.co.uk/remote-education-children-working-from-home> to access work for you child if well enough and let us know if they need a device.

KEY: New in this Version Completed In Process Unable to Complete/No Longer Required

## [Appendix viii – Parenthub message to parents/carers and staff in classes where we have 2 or more current cases](#)

### [PARENTS/CARERS via Parenthub Class Groups](#)

Subject: 2+ COVID cases in your child's class

Dear Parent/Carer,

As we have had 2 or more confirmed cases within a your child's class, **[Name of class]**, on the advice of Public Health Haringey all children in the class should take a lateral flow test as soon as possible and before returning to school tomorrow, and repeat the test again 3 days later. Your child can continue to attend school if they get negative test results, are feeling well and are showing no symptoms of COVID-19.

Please could you help us to keep COVID cases at the school as low as possible by following this advice.

Yours,

**[Your Name]**

### [STAFF via email to all staff](#)

Subject: Classes with 2+ COVID cases

Dear all,

We have had 2 or more COVID cases confirmed in the following classes:

**[List classes]**

We have asked parents and carers to give their child a lateral flow test as soon as possible and before returning to school tomorrow, and to repeat the test again 3 days later.

Please could all staff members who work in those classes do the same.

Yours,

**[Your Name]**