

SEPTEMBER 2020 REOPENING PLAN

The following document outlines the government expectations on the management of schools moving forward and the Charlton School response and procedures.



September
2020_V5
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Charlton School Reopening Process

Introduction

The release of the Government guidance on the 2nd July for the reopening of schools has provided us with guidelines to support the planning for the full reopening of our school to all students to support them pastorally and academically.

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

The guidance is in 5 sections. The first section sets out the actions school leaders should take to minimise the risk of transmission of coronavirus (COVID-19) in school. This is public health advice, endorsed by Public Health England (PHE).

The rest of the guidance is focused on how the Department for Education (DfE) expects schools to operate in this new context. This includes:

- school operations
- curriculum, behaviour and pastoral support
- assessment and accountability
- contingency planning to provide continuity of education in the case of a local outbreak

Week commencing Tuesday 1st September

Our priority as a school, in the first instance, is to support your full-time return to the school environment. Whilst many of you have been working with our key worker/vulnerable learners and Year 10 provision, there are staff that have been working from home for a variety of agreed reasons that will need reassurance of school systems. You will be required to attend an SLT briefing as a department so that the risk assessments and procedures can be discussed in detail.

Parents have been informed of the days that students are due to return, Wednesday 2nd September – Year 7 only, Thursday 3rd September – Year 7, 10 and 11 only, Friday – all year groups. This will allow us to share in detail with each year group the expectations of them through a year group assembly and allows us to slowly build numbers in the school to test the planned operations. Students and staff will need to understand that school will be very different both in terms of the building and the school day.

Staff will start to deliver the Charlton Recovery Curriculum, a focus on overcoming the anxieties a return to school will bring, whilst identifying and narrowing learning gaps.

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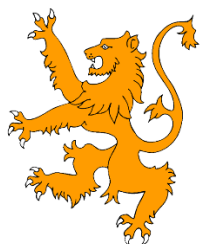
Revised School Timetable

		Tutor	Lesson 1						Lesson 2						Lesson 3						
	Arrival	08:45	09:00	09:15	09:30	09:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15					
Yr 7	8:40 Main Entrance	Yes						B	B								5 minute buffer/transition time				
Yr 8	8:45 Back Gate	Yes						B	B												
Yr 9	8:50 Main Entrance	Yes								B	B										
Yr 10	9:00 Main Entrance	No - straight to lessons										B	B								
Yr 11	9:00 Back Gate	No - straight to lessons											B	B							

lesson 4												lesson 5						Tutor time and school exit					
12:20	12:35	12:50	13:05	13:20	13:35	13:50	14:05	14:20	14:35	14:50	15:00	15:10											
L	L	L	L										Leave School Main Entrance										
		L	L	L	L								Leave School Back Gate										
			L	L	L	L							Tutor time	Leave School Main Entrance									
				L	L	L	L						Tutor Time	Tutor Time	Leave School Main Entrance								
				L	L	L	L						Tutor Time	Tutor Time	Leave School Back Gate								

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The Recovery Curriculum



The aims of the Charlton School recovery curriculum are:

1. To build trust and relationships.
2. To learn how to socially interact with adults and peers.
3. To follow a structure and routine.
4. To learn how to co-regulate or self-regulate emotions and behaviour.
5. Develop metacognition to learn in a school environment once again.

Context:

The initial research during 'lockdown' has shown that students have experienced five key losses while being out of a 'normal' educational setting. Schools will therefore need to consider these losses in their curriculum design and the preparations for students returning to school in September.

The five losses are:

1. Routine
2. Structure
3. Friendship
4. Opportunity
5. Freedom

It is vital that all staff within an education setting acknowledge the anxiety and stresses that students and staff will have about returning to school in September. Anxiety is a block to learning as cortisol prevents the learning imprint taking place on the brain which reduces the chance of long-term consolidation and the retrieval of knowledge.

The video below explains how the hormones associated with stress and anxiety impact the ability of the brain to retain information.

<https://www.youtube.com/watch?v=hyg7lCU4g8E>

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How can we address these issues in school?

The key to addressing these losses in school is centred around **trust** and **relationships** and ensuring that students are provided with a sense of hope through **compassionate leadership**.

There are five 'levers' that need to be used within schools to get students back into learning again:



Lever 1: Relationships – Relationship building will form the most significant part of what we do in schools to build up trust again with students and show empathy towards the situation and stresses that they will have encountered. It is vital that staff show consistency in their approach and in the implementation in any changes to the behaviour for learning policy. The connections between students and teachers will need to be rebuilt around **compassionate leadership** and ensuring a strong emphasis on routine and structure.

Lever 2: Community – Discussions with students and families will contribute significantly to the initial planning for students return to school. At Charlton this has been achieved during lockdown by phone calls from tutors, heads of year and pastoral managers, and all students have been sent a mental health survey to complete to assist us with planning their return to school.

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Lever 3: Transparent Curriculum – Teachers will need to consider the gaps that may now exist in student’s knowledge and ensure that the key building blocks are re-taught before we are able to move on. It is vital that teachers take time to discover the gaps that exist in students’ knowledge and they plan their curriculum as a department, but also to address the needs of the individuals they teach. The plan for addressing these gaps must be shared with students so it is transparent to all involved they will be re-taught, which will alleviate any anxiety for those students who may not have been able to complete as much home learning as others due to personal circumstances.

Lever 4: Metacognition – A key lever will be teaching students how to learn within a school environment again, and how to learn within your curriculum area. The consistency of implementing the teaching and learning expectations will also be key to ensure consistency across the school. All departments should ensure that they address the key learning skills that are likely to have been impacted in recent months, e.g. single channelled listening, maintaining their attention, sensory regulation and social communication and interaction. Time should also be given to developing students’ confidence, self-esteem, and resilience.

Lever 5: Space – Students should be given space to discover for themselves the gaps that may exist in their knowledge and teachers should ensure that other creative elements of the curriculum such as creative arts and sport are prioritised as well as the core curriculum.

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National & Trust Staff Guidelines

This document provides generic Trust guidance to LCT staff that are preparing to return to work in line with Government publications ‘**Guidance for full opening: schools**’: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

System of controls – Advice from Government Guidance

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

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Trust Principles for staff

- 1) Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> and access a test as soon as possible <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- 2) Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- 3) Use the 'catch it, bin it, kill it' approach.
- 4) Avoid touching your mouth, nose and eyes.
- 5) Clean frequently touched surfaces and resources often using standard products that will be provided. Cleaners are in place to routinely clean common areas throughout the day (e.g. toilets and corridors, classrooms will be cleaned at the end of each day.)
- 6) Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- 7) Maintain 1m social distancing in class for students where possible
- 8) Arrange your classroom to sit students in rows where possible, avoiding students sitting face to face.
- 9) Consider avoiding calling students to the front of the class or going to their desk to check on their work if not necessary.
- 10) Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
- 11) Prevent your class from sharing equipment and resources (eg, stationery).
- 12) Keep your classroom door and windows open if possible for air flow.
- 13) Limit the number of children from your class using the toilet by only allowing one out of class at any one time, in cases of medical need only, otherwise students should be encouraged to use the toilet at lesson change over and break and lunch.
- 14) Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
- 15) Make sure you have read the school's updated risk assessment, behaviour policy addendum and know what role in it you are being asked to take.

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Charlton School Specific Risk Assessment

Communication

Theme	Control Measures (What precautions are in place)	Additional Actions
Parents and Students	<ul style="list-style-type: none"> • Up to date guidance to be sent to families on protection from Covid 19 • Parents to receive a protocol for their child to follow, stating the expectations on students at all times during commute to and from school and during the school day. • Addendum added to Charlton behavioural Policy in relation to following building management plans and First Aid policy, to be shared with staff • Full school rules to be reimplemented and expectations informed to parents and students via letter • Full school uniform to be worn • PE kit to be worn on Core PE days, parents informed of this via letter • Parents to supply their child with antibacterial sanitiser if they wish to • All students to follow the identified protocols, identified to them and their parents via a letter • Students to receive a briefing on their first day in school from MCA 	<ul style="list-style-type: none"> • Documents to be sent out before end of the summer term and again prior to the start of term • Protocol written by MCA
Staff, Governors and LCT	<ul style="list-style-type: none"> • Reopening plan and LCT wide risk assessment shared with staff before end of summer term and updated before end of holiday • Feedback given to Union representative or Staff governor • Plans taken to LCT board on 13th July • Plans shared with regional union representatives on 16th July • Any changes to plan shared with staff prior to the start of term • All staff to receive a “tool box talk” on Tuesday 1st September in small groups delivered by MCA in preparation for students return. 	<ul style="list-style-type: none"> • Any updates to plan shared with staff over the summer holidays in preparation for the start of term

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Social Distancing - Minimise risk of parents/adults and students coming into close contact with each other

Theme	Control Measures (What precautions are in place)	Additional Actions
Movement to and from school	<ul style="list-style-type: none"> Students to be informed to walk to school if possible Bespoke information shared with those provided dedicated school transport once LA have confirmed plans and arrangements Advice given to those using public transports, to take necessary precautions or avoid its usage if possible, MCA to include in letter If car drop off is required, drop off zone and top car park to be used only, parents are not to leave their vehicle Parents cannot enter the Charlton building (Phone contact only) Students to walk to school individually, or in small groups following government guidance. Staggered starts and finishes to be implemented, using to access points SLT to monitor extended school grounds to stop social gathering No parents or unauthorised adults to enter the building at any time. Parents to telephone with any queries or email 	<ul style="list-style-type: none"> SLT, Heads of Year, pastoral managers – School entrance and back gate, corridors, tutor base areas Teachers – In classrooms to receive students Car park - Julie Registers taken by staff on Bromcom system Parents and students to observe social distancing guidelines when dropping off and collecting their children. Only 1 parent can drop off/collect their child – parents to remain in vehicles Signs outside indicating to keep 2m distance
Entrance and exit into school	<p>Entrance</p> <ul style="list-style-type: none"> All students on school buses enter through main reception and wait on cafeteria tables until time for their year group to move on Year 7 – 8:40 main entrance straight to form room Year 8 – 8:45 back gate straight to form room Year 9 - 8:50 main entrance straight to form room Year 10 – 9:00 main entrance straight to first lesson Year 11 – 9:00 back gate straight to first lesson Register to be taken every lesson and tutor period using the Bromcom system, unless otherwise advised. 	<ul style="list-style-type: none"> Students / Parents to made aware of Entrance point via letter Antibacterial Gel stations at all Entrance points Staff teaching the students will be present in class on time to receive the students Hand sanitiser to be available at staff entrance and should be used on entrance and prior to exit

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	<ul style="list-style-type: none"> Students to use antibacterial dispenser when they enter the school and each classroom, and at end of day. <p>Exit</p> <ul style="list-style-type: none"> Bus students can wait on the cafeteria tables until time to go to their buses. Year 7 - 14:50 through main entrance Year 8 – 14:50 through back gate Year 9 – 15:00 through main entrance Year 10 – 15:10 through main entrance Year 11 – 15:10 through back gate Students will be discouraged from engaging in social gatherings that breach National rules on the school grounds 	<ul style="list-style-type: none"> Tutor rooms have been rearranged to provide year group bases in specific parts of the school – Appendix one
Staff Entrance & Exit	<ul style="list-style-type: none"> Enter and exit through normal staff entrance. Staff should maintain social distancing and avoid congregating in groups Staff are permitted to be in the building during the operating hours of 7:00am and 6:00pm Staff to use hand sanitiser on entering and leaving the building 	<ul style="list-style-type: none"> Staff to be reminded and encouraged to wash hands more frequently and follow general principals of infection control guidelines. Staff encouraged to not congregate in groups
Break Protocol	<ul style="list-style-type: none"> A rolling break is in operation, students access lower floor from expressive arts corridor Access to outside via canteen side doors only Entrance back in to building via science toilet doors only All students in all year groups line up in expressive arts corridor towards main hall whether they want food or not, they will be released to lower floor and outside when previous year group are clear of the area All students made to go outside for the last 5 minutes of break to enable tables to be wiped down Staff to split themselves into two duty teams, one operates the first week the other half, the second week and so on. 	<ul style="list-style-type: none"> Staff to supervise year group they are teaching at the time SLT to support supervision Canteen staff and A Dauncey to wipe tables down between year groups Kitchen staff to wipe down finger-print scanner between each use Students to hand sanitise before entering the canteen area

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	<p>Timescales:</p> <ul style="list-style-type: none"> Year 7 – go straight to break at end of lesson 1, 10:00am, year 7 lesson 2 teaching staff attend to supervise, return to lessons 10:15. Year 8 – go to lesson 2 and are escorted to break and supervised by their teachers at 10:15, return to lesson 10:30 Year 9 - go to lesson 2 and are escorted to break and supervised by their teachers at 10:30, return to lesson 10:45 Year 10 - go to lesson 2 and are escorted to break and supervised by their teachers at 10:45, return to lesson 11:00 Year 11 - go to lesson 2 and are escorted to break and supervised by their teachers at 11:00, go directly to lesson 3 after break. 	
<p>Lunch Protocol</p>	<ul style="list-style-type: none"> A rolling lunch break is in operation for staff and students, students access lower floor from expressive arts corridor only Access to outside via canteen side doors only. Entrance back in to building via science toilet doors only All students in all year groups line up in expressive arts corridor towards main hall whether they want food or not, they will be released to lower floor and outside when previous year group are clear of the area All students made to go outside for the last 15 minutes of lunch to enable tables to be wiped down and next year group to access lower floor Staff escort students to corridor then take their lunch returning to classes at times below <p>Timescales:</p> <ul style="list-style-type: none"> Year 7 – go to lesson 4 and leave bag in room, escorted to lunch straight away. Return to lessons 12:50 Year 8 – go to lesson 4 and are escorted to corridor at 12:35, return to lessons 13:05. Year 9 - go to lesson 4 and are escorted to corridor at 12:50, return to lessons 13:20. 	<ul style="list-style-type: none"> SLT, Pastoral managers and lunchtime supervisors cover lunch supervision Consideration given to redeployment of some support staff to aid supervision if necessary Staff escort year group to corridor then take own lunch break Staff return to classrooms to receive class returning from lunch Canteen staff and A Dauncey to wipe tables down between year groups Kitchen staff to wipe down finger-print scanner between each use Students to hand sanitise before entering the canteen area

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	<ul style="list-style-type: none"> Year 10 - go to lesson 4 and are escorted to corridor at 13:05, return to lessons 13:35. Year 11 - go to go to lesson 4 and are escorted to corridor at 13:20, return to lessons 13:50. 	
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Operations

Theme	Control Measures (What precautions are in place)	Additional Actions
Building organisation	<ul style="list-style-type: none"> All internal doors (including classroom) will be left open to minimise the requirement to touch handles and school ventilation systems set to normal operating mode. Routine cleaning will take place throughout the day for common touch points such as bannisters All air condition units to be switched to fresh air only, if not possible turned off and a notice put up to stop them being used During cold winter months it is acceptable to use recirculated air to heat the fresh air heat exchanger to prevent ventilation units tripping out under frost conditions. Minimum fresh air settings must be in operation. <p>Classrooms</p> <ul style="list-style-type: none"> During warm weather staff to open the manual windows in the morning (on arrival) and leave them open. During cold weather staff to open manual windows when entering the classroom and leave them open for 15 minutes before pupils arrive. Open for 5 minutes every 30 minutes as they would normally Open windows at the end of the day for 15 minutes after students leave the classroom, and either shut them again before leaving or the site team will close during lock down procedures 	<ul style="list-style-type: none"> Cleaning provisions in each classroom to disinfect resources if necessary, such as for keyboards Spray bottles and disposable cloth and wipes available and used between all lessons Resources to be cleaned between use as required Staff should not use textbooks with students in lessons where other students will use the same resources within 48 hours. Use classroom screens to display resources where possible Textbook pages should be photocopied if absolutely essential but keep to a minimum due to cost Once students are in the room, leave the door open to allow air flow and ventilation Classrooms to be cleaned at the end of the day and more frequently at the discretion of staff and students if required

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	<p>Circulation areas</p> <ul style="list-style-type: none"> • Site staff will manually open windows and doors in canteen area etc and monitor in line with outside weather conditions <p>Internal seal rooms (rooms without windows)</p> <ul style="list-style-type: none"> • Site team to ensure ventilation plant is running on fresh air and to be enabled an hour before occupancy. (Main Hall, drama studio and music room) • During cold winter months it is acceptable to use recirculated air to heat the fresh air heat exchanger to prevent ventilation units tripping out under frost conditions. Minimum fresh air settings must be in operation. • A one-way system will be implemented in the main school corridors and stairs to prevent the year bubbles from crossing paths with each other, this will be indicated by signs and upheld by staff • Teacher area at the front of the class is clearly marked if required by staff • Desks are kept clear apart from resources required for the lesson • Staff member allocated to teach the class, where possible (this should be on most occasions) should be ready in the class with the door open • Students will walk straight into all classrooms for all lessons and use hand sanitiser and sit where directed by staff • Students to wipe down any ICT equipment used • Staff should endeavour to maintain social distance (2M) between students and other staff • Use of staff rooms and other social areas should be kept to a minimum by staff, large gatherings of staff should be avoided • Fire evacuation muster points will move, Year 11 and 10 on the top field and Year 9, 8 and 7 on the bottom field, a drill will take place early in the term 	<ul style="list-style-type: none"> • Addendum to evacuation policy written to take account of new points • New muster points and signage to them will be in place for September
<p>Classroom Organisation</p>	<ul style="list-style-type: none"> • Year bubbles will move around the school following the one-way system, if two different half-year groups are within a department, the leaving can be staggered to prevent mixing 	<ul style="list-style-type: none"> • Classroom format to be choice of teacher but must support social distancing where possible and face forward

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	<ul style="list-style-type: none"> • All children will have a designated chair in a seating plan for each lesson, which will be spaced in accordance to government guidelines where possible and class size permits this • Classrooms will be reorganised into agreed format by teacher, this should be in rows, avoiding close proximity face to face seating • Teacher will have a marked safe zone for teacher at the front of the class, if requested • Teachers are advised to teach from the front of the class and avoid prolonged close contact with students unless this is necessary to support any complex SEND needs, for these students their support should be provided as normal • Students are required to bring their own stationery equipment. If a teacher must provide equipment the students are to keep it for future use • Equipment and resources, eg text books, can now be used and shared within year bubbles • Equipment including Art materials, mini-white boards etc, either needs to be cleaned prior to another year bubble using it or left aside for 48 hours (72 hours for plastic and glass) • Science equipment must be meticulously cleaned before being used by a second year bubble • School books can be taken home by staff and students, rules on hand washing should be initiated before and after use • Marking can take place in school or at home, hand hygiene should be maintained prior to and after marking, books do not need to be left for 48 hours prior to marking • If students bring a coat and bag, they must be kept on the back of their chair when not being worn. • There will be a supply of tissues in each classroom. Children will be encouraged to follow the 'catch it, bin it, kill it' approach. 	<ul style="list-style-type: none"> • Catch it, bin it, kill it posters displayed • Staff and students are welcome to bring in personal supplies of antibacterial steriliser and wipes if they choose as an addition to the cleaning programme and resources in classrooms • Packs of wipes to be provided to departments who will routinely need to wipe down equipment
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	<ul style="list-style-type: none"> There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Consider physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning students back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. 	
PE lessons	<ul style="list-style-type: none"> Students should be kept in consistent groups Sports equipment should be cleaned between use by different groups Contact sports should be avoided Outdoor sports prioritised where appropriate or large indoor spaces where outdoor is not possible, maximising distance between students <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust 	<ul style="list-style-type: none"> Students will come in PE kits on core PE day lessons Wipes to be provided to aid the cleaning of sports equipment
Bathroom facilities	<ul style="list-style-type: none"> Students informed that they are to use the toilet at the start of the day, on their way to lessons if necessary and at break and lunch Only one child will be allowed out of each class at any time to use toilets, in cases of urgency Students will follow the one-way system when accessing a toilet Children must wash their hands after visiting the toilets Toilet use will be monitored by SLT and pastoral managers 	<ul style="list-style-type: none"> Staff and student toilets should be cleaned at least once during the day and at the end of the school day to reduce risk of contamination of surfaces.
Cleaning	<ul style="list-style-type: none"> Daily meeting between Operations manager and Site staff Cleaning programme agreed and signed off by Principal and Operations manager with cleaning contractor Use of toilets will be monitored by cleaning and Charlton staff 	<ul style="list-style-type: none"> Contract cleaner onsite all morning, additional capacity added in afternoons

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	<ul style="list-style-type: none"> • Taps and door in toilets will be cleaned at regular intervals throughout the day by the day-time cleaning team. • Operations manager and site staff will check that each set of toilets have been cleaned and report accordingly if standards are not being met • All toilets are accessible to all year groups, there is no requirement to identify year group specific toilets • Staff to use their closest toilet to their classroom • Toilets will receive a full clean through the day • Door handles and common touch points will be cleaned regularly during the day around the school • All classrooms/areas used will be cleaned thoroughly each evening • All classrooms will be provided with cleaning materials that can be used by staff and students in addition to the general cleaning cycle • Staff to spray down tables at the end of each lesson with virucidal spray, the incoming students to wipe it off with paper towels on arrival to the class. • Canteen area tables wiped down prior to each year group accessing the canteen area. 	<ul style="list-style-type: none"> • A Dauncey and Lunchtime staff to clean canteen tables between each year group at break and lunch
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Staff and Students responsibilities

Theme	Control Measures (What precautions are in place)	Additional Actions
Procedures and Policies	<ul style="list-style-type: none"> • Out of hours provision (breakfast and afterschool club) will not run for the first two weeks, provision will be reviewed at this point. • All school policies, including the behaviour policy, will be in full operation. • C1 break/lunch sanctions to be entered on the system but not held, these will be monitored by the pastoral team, sanctions will be issued for repeat offenders. • C2 and C3 afterschool detentions will be held, maintaining social distancing 	<ul style="list-style-type: none"> • Consideration being given to rearranging ISR and BRR provisions in to year group hubs to maintain Year group bubbles.

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	<ul style="list-style-type: none"> • Withdrawal/isolation arrangements to be reimplemented • Senior staff call will be in operation 	
Hygiene	<ul style="list-style-type: none"> • Staff and Students will wash their hands or use sanitiser on entry to the school and all classrooms, and on a regular basis throughout the day, washing hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. • Students will wash or sanitise their hands when they enter the building, when entering classrooms, when entering the canteen and at end of day. Students will wash their hands after using the toilet to ensure good hygiene. 	<ul style="list-style-type: none"> • Hand sanitiser stations on all entrances to school • Sanitiser available in all classrooms • Soap and hot water available throughout the day • Hand washing to be encouraged by staff • PHE Hand washing posters displayed
Student Clothing	<ul style="list-style-type: none"> • Children will wear full uniform to school, it does not need to be washed any more than normal • Children will wear school PE kit to school on days they have core PE lessons 	
Staff Clothing	<ul style="list-style-type: none"> • As with students, there is no requirement for staff to wash their clothes more frequently than normal. The usual staff dress code will be reimplemented. • Staff footwear should be appropriate for school use, no open toe flip flop or backless sandal type shoes. 	
PPE	<ul style="list-style-type: none"> • Personal Protective Equipment will be provided to staff who wish to wear it. PPE available includes Face visor for first aiders providing one to one supervision, face mask, disposable gloves, disposable aprons. • It remains optional to all staff if they wear PPE but we advise staff returning to school who had previously been identified as clinically vulnerable to wear PPE, this includes new mothers returning from maternity leave. • Following an LCT directive on 21st September 2020 All Staff & permitted visitors <u>must</u> wear a face mask or face covering when outside the classroom or their allocated workstation. Areas include general circulation, staff bases, halls and external playgrounds. 	PPE to be collected daily from Student Services if required by staff

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What happens if someone becomes unwell at school?

- If anyone becomes unwell with a new, continuous cough, a high temperature (hot to touch on the front or back) or a loss or change to the sense of smell or taste, in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
- If a child is unable to leave immediately and is awaiting collection, they should be moved to the main reception where they can be isolated in the Hygiene Room (opposite reception), with appropriate adult supervision with full PPE. The door will be left opened unless the student needs to use the toilet in there.
- The room will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Signage will be added to prevent use of the room until it has been cleaned.
- Appropriate full PPE will be worn by first-aid staff caring for the child while they await collection.
- **If contact with a child or young person is necessary, then gloves, an apron and a type 2 face mask should be worn by the supervising adult. If there is a risk of splashing, a visor should also be worn**
- Medical room to be used as an additional first aid room to be used for non-Covid related illness/injury

Any members of staff who have provided close contact care to someone with symptoms, even though wearing PPE, and any other members of staff or pupils who have been in close contact with them, even if wearing a face covering, do not need to go home to self-isolate unless:

- they develop symptoms themselves, in which case, they should also arrange to have a test
- the symptomatic person subsequently tests positive
- they are requested to do so by NHS Test and Trace or the PHE advice service or PHE local health protection team if escalated

What happens if there is a suspected or confirmed case of coronavirus in a setting? (see flow diagram on page 21)

Staff members and parents/carers must be ready and willing to:

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

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

All schools will be 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.

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

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

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

School will contact the local health protection team, as soon as there is a confirmed positive test result. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

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The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the school to guide us through the actions we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. Staff must keep a record of students in each group, by taking the Bromcom register for each lesson, and record any close contact that takes places between children and staff in different groups, for example if in nurture provision or the ISR.

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

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

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform school immediately, and must isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.

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We are not allowed to request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Containing an outbreak

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with our local health protection team to seek advice if additional action is required.

We may be advised that a larger number of other students self-isolate at home as a precautionary measure – this could be the whole site or additional year groups.

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

Approval:

Principal/Headteacher:

Name: Andrew McNaughton

Signature:



Date: 25/11/2020

Trust Approval

Name: Paul Jones

Position: Chief Operating Officer

Signature: *Paul Jones*

Date: 25_11_20

SCHOOL BECOMES AWARE OF POSITIVE CASE OF COVID-19

(Pupil or staff member)

(Please do not notify HPH of suspected cases, symptomatic individuals should be sent home, instructed to isolate and to go get a test ASAP. If this result comes back positive please then notify HPH)

CASE ACTIONS

SCHOOL ACTIONS

HPH ACTIONS

Complete & Submit School Notification Form at

www.telford.gov.uk/testandtrace

81800 line will be available from 8am – 5pm Monday to Friday - If out of normal work hours (5-7pm Monday to Friday, 10am-5pm Saturday and Sunday) please call 07580 531257

If case is at school, isolate in line with risk assessment and send home ASAP with advice to self-isolate & wait for HPH to contact them

Positive CASE self isolates for 10 days from symptom on set (or if asymptomatic 10 days from day of the test) ***

HOUSEHOLD self isolates for 14 days from this date. *

All identified contacts (e.g. collapsed bubbles) to isolate for 14 days from last contact. *

Identify contacts** of +ve case and begin communication with staff and parents of pupils affected.

Make a list of contacts together with emails and send into Health Protection Hub with information on isolation dates (last date +ve case in setting, Isolation Start, Isolation end, & Date they will return to school)

Identified contacts are to isolate for 14 days from point of contact *

Follow actions in Cleaning Guidance document

Review school risk assessment

Prepare general & media statements with HPH, as needed

Work with HPH team to manage the ongoing situation

Contacts school & assists in management of situation, as needed

Contacts +ve case and carry out contact tracing

Send isolation emails to identified contacts to instruct/enforce on isolation period/rules

Assists school with control of outbreak communication of situation, as needed

Assists with preparing COVID-19 communication, if school has a T&W communication pack

*14 day isolation period must be completed regardless of whether contact goes for a test and receives a negative result.

**Contacts include those who have had: Direct contact: Face to face contact with a case for any length of time, within 1m, including: being coughed on, a face to face conversation, or having skin-to-skin physical contact, or any contact within one metre for one minute or longer without face-to-face contact. Close contact: a person who has been within 2 metres of a case for more than 15 minutes.

***If a cough or a loss or change in normal sense of smell or taste is the only persistent symptom following isolation period, staff & children can return to school if they are medically fit as these symptoms are known to persist for several weeks in some cases