

## **St. Hugh's School - September 2020**

This document details the plans put in place for the return to school in September. It should be read in conjunction with the following document:

Government Guidance - Actions for schools during the coronavirus outbreak -  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

If school measures are to be successful, it is equally important that all members of the school community continue to follow government guidance outside school including quarantine restrictions if you have been abroad. The latest guidance can be found at  
<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>

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# Overview

We are looking forward to everyone returning to St. Hugh's in September. However, in order for the school to return, the government have stated that there is a system of controls that we need to put into place:

## **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) Where recommended, use of face coverings in schools.*
- 3) Clean hands thoroughly more often than usual.*
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.*
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.*
- 6) Minimise contact between individuals and maintain social distancing wherever possible.*
- 7) Where necessary, wear appropriate personal protective equipment (PPE)*  
*. See page 19.*

## **Response to any infection:**

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

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

The documentation below details what measures we have put in place to meet this system of controls.

# Minimising contact between individuals

Minimising contact between individuals reduces the risk of transmission. For the majority of the school day, pupils will remain in their class bubble. However for break times, dining, changing rooms, games lessons and toilets, we have divided the school into a series of extended bubbles:

Nursery (Acorns and Conkers)

Reception

Years 1 and 2

Years 3 to 5

Years 6 to 8

Government guidance also recognises that schools cannot run in their entirety without wider bubbles for transport, after school care and boarding. These have also been put in place accordingly.

Rather than moving around the school to access different lessons, wherever possible the pupils will remain in their own classroom and the teachers will come to them. Specialist rooms necessary for subjects such as swimming will be cleaned between different bubbles.

Within the classroom, pupils will have designated seats. Pupils will sit next to the same pupils in every subject as well as in the dining hall. This is to minimise the impact of a positive test for Covid-19. Current guidance is that:

*Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:*

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

Within school the form teacher will keep a list of the close contacts for each child. This will be primarily populated by those they sit with in any form of lessons, during hobbies and those in close proximity in the dining hall and minibuses. We appreciate that children in the Early Years, both Nursery and Reception, will not be able to adhere to some of the seating and contact restrictions. However their class teacher will continue to record their close contacts and be able to provide the information should it be needed.

# Measures for arriving at and leaving school

The school will revert back to the normal start and finish times for the school day though the following entrances and exits are to be used:

- Nursery - metal gate at front of school
- Reception to Year 4 - double metal gate leading to the pavilion
- Year 5 - side gate by sports hall
- Years 6- 8 - side entrance to adventure playground

The only exceptions to this are:

- Breakfast club who should come to the front door where they will be met by a member of staff. Breakfast club requests should be made through the School Office.
- Pupils walking home should meet parents outside the front door

Parents will not be allowed on site. At the start of the day, PrePrep members of staff will be at the gate to meet the younger pupils and escort them to the classroom.

Any pupil who arrives exhibiting signs of Covid-19 will be sent home immediately. Symptoms to look for can be found at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

All pupils will be required to wash their hands as soon as they come to school. To aid in this, there will be hand sanitisers at every entry point used by pupils to the main school buildings as well as in classrooms themselves.

Years 3-5 should access the classroom block by the signing out desk. Years 6-8 should access it by the dining hall.

At the end of the day, PrePrep pupils will be escorted back to the gate at 3.30. For those parents whose children are in the After School Club, collection times will be 4.30 before tea, and 5.20 after tea. The After School Club will be situated in the nursery every day and requests should be made through the School Office. Please indicate which pick up time you will need.

Members of staff will be on duty at the gates between 5pm and 5.20pm to sign out pupils at the appropriate gate. Additional staff will supervise pupils having tea in the classrooms. On Wednesdays, all pupils, bar those PrePrep pupils booked into the After School Club, should be collected at 3.30pm. Pupils will wait in designated areas by the appropriate gate and be signed out by the staff on duty. The option for Y8 to go downtown will not be available in the first instance. Please note that it will very much be a time for collection rather than conversation with staff to avoid the area becoming a 'pinch point'.

If for any reason, pupils are unable to be collected at 3.30pm on a Wednesday, they will remain in their own classrooms and be supervised by members of staff until they can be collected (please ring the School Office upon arrival). They will be unable to join the boarding bubble. Boarding pupils will go to the boarding wing and be supervised by boarding staff thereafter.

For those pupils remaining in school to do prep on any given day, this will take place in Room 2. At the end of prep, pupils will be escorted to the gate by the sports hall for collection. If any parent arrives early to collect from prep, please notify the school by ringing **07889 570178**. There will be no supervised prep in school on a Friday evening.

If a parent arrives late/comes early to collect a child, the School Office should be called. A member of staff will then come to the collection point. Parents should not come on site under any circumstances.

## Parents on site

To minimise the spread of infection as much as possible, parents should not come on the school site during term time. If parents wish to speak to a member of staff, contact should be by email in the first instance and either a telephone call or a Google Meet can be arranged thereafter if appropriate. For most issues, the form teacher should be the first point of contact. These are:

Nursery	Mrs Lindsey Wright - lwright@st-hughs.lincs.sch.uk
Reception	Miss Ann-Marie Hainsworth - ahainsworth@st-hughs.lincs.sch.uk
Year 1	Mrs Susie Padley - spadley@st-hughs.lincs.sch.uk
Year 2	Mrs Natalie Wallis - nwallis@st-hughs.lincs.sch.uk
Year 3	Miss Katy Wood - kwood@st-hughs.lincs.sch.uk
Year 4	Mrs Kim Appleton - kappleton@st-hughs.lincs.sch.uk
5C	Mrs Bernie Costello - bcostello@st-hughs.lincs.sch.uk
5P	Mr Matthew Pickering - mpickering@st-hughs.lincs.sch.uk
Year 6	Mme Magali Clayton - mclaytonst-hughs.lincs.sch.uk
Year 7	Mr Viv Jeffery - vjeffery@st-hughs.lincs.sch.uk
Year 8	Mr Gavin Sinnott - dos@st-hughs.lincs.sch.uk

We do acknowledge that there is a limited number of circumstances when there is no reasonable alternative to a face to face meeting. In this case, the meeting will be booked

through the School Office and take place in the Headmaster's Office. Parents should access the school through the front door and there will be no access to any other part of the school.

Parents' evenings are currently planned as calendar events for later on in the term. Depending on the situation closer towards the time, these may need to be done through Google Meet.

## Transport

The school minibus service will resume at the start of term. Please see the attached minibus form to book your child on the bus.

## School Shop

The school shop is only available during term-time on the following basis:

Mrs Cobb will be available to take orders over the phone 07721 367565 between 8.15 and 9am daily. Outside of those times parents are welcome to email [finance@st-hughs.lincs.sch.uk](mailto:finance@st-hughs.lincs.sch.uk) with requests.

Once these have been processed, they will be available for children to collect via their Form Teachers and bring home. Any items that need to be tried on must be tried on at home and can be returned and exchanged if necessary.

Because access to the school site is strictly restricted, there will be no face to face shop provision to start with. We will keep this under review and will let you know as soon as normal service resumes.

## Attendance

As the government has now stated that *pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc)*, we will revert to registering in the normal way. Please can the School Office be contacted in the first instance with regards to any absences.

## Structure of the Day

In order to keep the current shape of the curriculum whilst meeting government regulations, it has been necessary to develop a new timetable. The majority of lessons remain 40mins and 60mins in length. No lessons have been shortened. However, particularly to accommodate the staggered breaks and lunches, the school day has been broken down into 22 distinct time slots. These are:

## **Morning**

8.20-9.40 Registration

- 1** 8.40-9
- 2** 9-9.20
- 3** 9.20-9.40
- 4** 9.40 - 10
- 5** 10-10.20
- 6** 10.20-10.40
- 7** 10.40-11
- 8** 11-11.20
- 9** 11.20-11.40
- 10** 11.40-12
- 11** 12-12.20
- 12** 12.20-12.40

## **Afternoon**

- 13** 13.30-13.50
- 14** 13.50-14.10
- 15** 14.10-14.30
- 16** 14.30-14.50
- 17** 14.50-15.10
- 18** 15.10-15.30
- 19** 15.30-15.50
- 20** 15.50-16.10
- 21** 16.10-16.30
- 22** 16.30-17.00

The details of individual lessons can be found in the Parent Portal.

If parents need to get a message to their child during the school day, this should be done through the School Office. Similarly, if a child needs to send a message home, this should be done through the form teacher.



## Break and lunch times

Pupils will have staggered break times and lunchtimes in different locations to minimise interaction between year groups. The dining hall will be cleaned between bubbles.

Breaktimes and locations will be as below. Wet breaks will remain in classrooms.

	Classroom	Break (am)	Lunchtime	Break (pm)	Location
Nursery	Nursery	10.20- 10.40	11.30-12	n/a	Nursery playground Headmaster's Lawn
Reception	Reception	10.20- 10.40	11.30-12	n/a	In front of fencing/ Raftsund Lawn
Year 1	Y1	10.20- 10.40	Lunch	n/a	Area H
Year 2	Y2		11.45-12.15 Break 12.15-12.55	n/a	Area G
Year 3	Room 6	10.40-11	Lunch	1450-1510	Area E
Year 4	Room 8		12.25-1305		Area D
5C	Room 9		Break		Area F
5P	Room 7		1305-1330		Area F
Y6	Room 1	11-11.20	Break	Mon&Fri	Area C
Y7	Room 3		1240-1305	1510-1530	Area A
Y8	Room 4		Lunch 1305-1335	Tue & Thur 1550-1610	Area B

Each area will be clearly delineated and pupils/staff should not move between areas. The PrePrep will also have access to the adventure playground.

Each playground area will have a designated quiet area with seating.



## Toilets and handwashing

Pupils will have designated toileting areas. No more than four should be allowed in the toilets at any one time.

	Designated area
Nursery	Nursery block
Reception	Reception block
Years 1 & 2	West corridor
Years 3 - 5	Top floor toilets
Years 6 - 8	Ground floor toilets

Pupils should wash hands after they have been outside.

Toilets will be cleaned in line with the school's risk assessment policy.

## Dining

### Breakfast

Boarders' breakfast and breakfast club will continue to run as normal with the boarders in the main dining hall and the breakfast club in the additional dining hall.

### Lunch

Lunches will be staggered in the dining hall to ensure that each bubble is able to eat in a separate dining room and there is adequate time for cleaning in between bubbles. Each bubble will eat at the times detailed below:

	Large dining	Junior dining	Additional room
Acorns	Eat in classroom		
Conkers			1130-12
Reception	1130-12		
Y1&2		1145-1215	
Y3-5	1225-1305		
Ancillary and peripatetic staff			1210-1245 1245-1315
Y6-8		1305-1335	

Apart from collecting their main course, pupils should remain in their seats. Teaching staff sitting at the tables will clear and serve puddings.

### Tea

As we are not able to stagger tea times in the same way as lunch, a hot tea in the dining room will only be provided for those pupils who are boarding that night.

Pupils who are going home on the buses will sit at designated tables in the dining hall and will have a cold tea supervised by the bus drivers from 5pm.

Due to the potential mix of bubbles at tea, those remaining to have tea before being picked up will have a packed tea. This will be collected from the dining hall by the members of staff on duty in the classroom corridor and must be eaten in their respective classrooms with pupils wiping the table/washing hands both before and after eating.

Pupils in the After School Club will have a cold tea in the nursery. This will be collected by a member of the after school team.

# Equipment

Equipment brought into school should be limited to essential items such as hats, coats, stationery and books. Pupils should also bring in computer headphones. Electronic devices and personal sports equipment should not be brought into school. As using the water fountains is not permitted, pupils should also bring their own water bottle which should then go home for cleaning daily. For the PrePrep, these will be refilled during the day by staff. For pupils in Years 3 to 8, bottles can be refilled at designated taps by the library and swimming pool.

Pupil planners will not be used this academic year. Instead staff will publish spellings, etc through the appropriate Google Classroom. Parents should use email to communicate with staff in the first instance.

In school, wherever possible, pupils will be given resources for their sole use. When items have to be shared between groups such as sports, art and science equipment, they will be cleaned frequently and meticulously and always between bubbles. Alternatively they may be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. The cleaning/rotation also applies to outdoor resources such as the adventure playground.

Quarantine boxes can be found in each classroom for material that is shared between school and home such as reading books. Items returning from home should be placed there each morning for cleaning. Similarly prep tubs for Years 6 to 8 will be placed outside the library which, as we are also separating the staff across different staff rooms, will act as a staff room for most of the staff who set senior prep. Books will be cleaned prior to being returned to pupils. Whenever possible, marking will be done on the school site.

Desktop computers and Chromebooks will be wiped down before and after usage. Wherever possible, the same computer will be used. To aid in this, all pupil Chromebooks and tablets are numbered. To restrict usage, only staff should collect work from the printers. Wipes are available next to each printer and photocopier.

# Clothing

Children should return to school in September in summer uniform: this will remain the case until half term. After half term, winter uniform will become the norm. Of course, should the weather become cooler then, children may of course wear warmer clothing. Any changes to this will be communicated by Mr Wyld. The only exception to this is the appropriate PE day for the PrePrep who will remain in PE kit all day. For Reception this is on Wednesdays and for Years 1 and 2 on Fridays

Blazers should remain in school with pupils wearing coats instead when going between school and home.

For dressing up days such as the Y1 Pirate day, pupils can wear costumes as appropriate but must not bring in any associated toys.

To aid the cleaning regime for the changing rooms, pupils in Y3 and above will keep one set of games kit in their red bags and the other in their 'cleans' locker. These red bags will be kept in the Forbes Hall and taken down to the changing rooms as appropriate. Wet/dirty kit will be taken directly to the laundry room after games. Any sports equipment or clothing needed for hobbies will also stay in the Forbes Hall.

As the virus can remain on clothing, pupils and staff should not wear clothing they have used in school when mixing with other people outside school.

School clothing such as art and DT aprons will be washed after each use.

Staff will not be able to apply sun cream onto pupils so this needs to happen before school.

## Peripatetic lessons

These will take place after the school reopens. As will all visitors to the school site, peripatetic staff should immediately go to the School Office who will keep a record of all visits and who seen. When teaching, peripatetic teachers should remain in the relevant room and pupils going to them. The teacher should wipe down the pupil surfaces between pupils and remain 2 metres away at all times. If there is a need to work at a closer distance such as in a 1-1 support lesson, a face shield will be worn. Additional guidance for music can be found below.

## Collective Activities

Due to the impact on bubbles, collective activities such as assemblies are not currently permitted. All other aspects of the curriculum will be delivered as normal though the library and cookery room will remain out of action for the time being. Rooms that are used by multiple groups such as the sports hall can only be used in line with the timetable due to the enhanced cleaning regime.

## Music

It is recognised that there may be an additional risk of infection in environments where there is singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. With this in mind, there will not be any choir or orchestra activities at present. Individual music lessons will recommence on Monday 7th September.

The sharing of instruments should be avoided and windows should remain open during any musical activity. Wherever possible activities should take place outside. Pupils should wash their hands before and after each lesson and hand sanitisers will also be in each practice room. Teachers should wipe down anything the pupil has touched in between lessons.

Music lessons will be grouped by bubbles as much as possible with pupils collecting the next pupil rather than the peri. To help pupils get used to the system, the timing of each bubble's lessons will only rotate every three weeks.

The music rooms will not be available for practising outside lessons. Pupils bringing in instruments and books for lessons should keep them in the allotted shelf in the music store room. Pupils will not be able to share scores and will need to write in the practice diaries themselves.

For singing lessons, both staff and pupils will wear face visors which will be provided by the school. Pupils should collect a visor from a designated box and then place them in the quarantine box for cleaning at the end of the lesson. Full length perspex screens will be in place between the teacher/piano and pupil and they will also remain 3 metres apart. Ideally the teacher and pupil should be side on or diagonal rather than in direct line of sight.

## Sport

Though games will recommence next term, we cannot currently play contact sports and there will be no fixtures/sporting events with other schools for the time being. We will therefore be following a different games programme until the all clear is given. The details of this will follow once we have reached agreement with the other schools on our circuit, necessary for when fixtures recommence. Please note that Opro has now cancelled all dental visits. Alternatives include using Opro's home impression kit service (<https://www.opro.com/Catalogue/About-OPRO-Custom-Fit/Impression-Method>) or purchasing a mouthguard to mould from a shop of your choice. In terms of kit required, please use the Autumn Term kit list and we will notify you if there are any changes.

Games, PE and swimming lessons have been staggered so that only one bubble will occupy a particular changing room at any given time. Time has also been allocated for appropriate cleaning after each bubble has used it.

Outdoor sports will be prioritised where possible, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Pupils should hydrate and use hand sanitiser every fifteen minutes whilst playing sport.

## Hobbies/Enrichment

Until we are able to return to a more normal timetable hobbies will not run as they did. As such we will be having Enrichment sessions from 4.10-5pm. Years 3 to 5 will continue to have Enrichment sessions on Monday, Tuesday, Thursday and Friday. However, due to the timings of games on Mondays and Fridays, Years 6 to 8 will only be able to have Enrichment

on Tuesday and Thursday. The breadth of activities that have been available in the past will not be possible at the moment.

Ballet will not be starting until at least October.

## Boarding

Once the school day is over, boarders will change from being in their school day bubble, to being in our boarding bubble. Following the government guidance, boarding houses are seen as a separate bubble, similarly to those of family homes, and with the small, regular number of boarders we house, we are able to think of our boarding house as one bubble. However, whilst official Government advice and PHE take precedence, in addition St Hugh's also follows the Boarding Schools Association Covid 19 Charter (<https://www.boarding.org.uk/userfiles/bsa/pdf/Advice%20and%20Guidance/82902%20BSA%20COVID%20V2.pdf>) which provides suggested guidance to residential staff in boarding settings. Boarders' health will be closely monitored to ensure the wellbeing and, given the boarding environment, this may include temperature testing within the Boarding bubble.

Particular points to note are:

- We will be able to continue with our flexi-boarding routine, providing that we have had a 24hr notice of anyone boarding. This ensures we can organise rooms appropriately, and where possible similar year groups will be placed together.
- If your child is a flexi-boarder, please do not bring in any bedding from home; we shall provide all bedding including duvets and pillows.
- Full boarders may continue to bring in their own bedding should they wish to, but it shall remain in the house until the end of the year.
- When boarders return to the house, they must wash their hands or use hand gel and change their clothes. All clothes will be laundered for anyone who boards for more than two consecutive nights, or who boards on regular nights each week.
- No-one will be able to enter the boarding house during the day or before their boarding time.
- We will not be having any boarding trips at this moment, but we will be listening to the wishes of the children and providing them with film nights, chances to bake, down-time, games nights, and as much fun as possible.
- Supper will be provided for all of our boarders, and there will be no need to bring in tuck.
- Electronics may come into school for use during the evening, but they will need to be in their boarding bags and not stored in the office. Boarding bags should be placed next to the Y8 common room upon arrival. They will then be taken upstairs during the day.

Please use the link below to book your child's boarding space.

[https://docs.google.com/forms/d/e/1FAIpQLSd2VHvy5JbPa84G9CWifBVixJAXm4uX0gJeTm8pTLnYb3uz1g/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSd2VHvy5JbPa84G9CWifBVixJAXm4uX0gJeTm8pTLnYb3uz1g/viewform?usp=sf_link)

If you have any further questions regarding the boarding provision, please contact Miss Hainsworth by emailing [boarding@st-hughs.lincs.sch.uk](mailto:boarding@st-hughs.lincs.sch.uk)

## Contingency Planning

If Public Health England either asks for a bubble or the whole school to return to lockdown, we will immediately revert to lessons being taught online through Google Classroom.

Every pupil will be able to access curriculum resources for each subject by undertaking the following steps:

1. Ideally using Google Chrome, go to <https://sthughs.rmunify.com/>
2. Enter your username as your school login followed by @sthughs - an example would be [gsinnott@sthughs](mailto:gsinnott@sthughs)
3. Entering their school password - the default password is sthughs

Once they are in, they will see a series of tiles. Some such as Purple Mash provide access to curriculum software without the need to put in any additional login details. The main tile to look for is Google Classroom. Staff will deliver lessons though this in the event of closure. Each classroom has an associated Google Meet link to deliver live teaching as appropriate in line with the school timetable.

These steps will be regularly revisited with the pupils during weekly ICT lessons.

Parents can opt to get either daily or weekly email summaries. A guide to this can be found at <https://support.google.com/edu/classroom/answer/6388136?hl=en>

## Behavioural Policy

This has been updated in line with the new rules and routines necessary to reduce risk when school returns. The new version can be found on the school website and will be explained to pupils on the first day of school and at regular intervals thereafter.

## Mental Health

Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school. Ensuring the wellbeing of all pupils will be paramount for all staff.



A drop-in Wellbeing clinic for pupils will be hosted by one of our Mental Health first aiders, Mrs Bonner-Mackenzie. This will be during hobby time and will be for Years 6-8 on Thursdays and Years 3-5 on Fridays. Our other Mental Health first aiders are Mrs Costello, Miss Hainsworth, Mr Goodhand and Mr Wyld.

## School Trips

Residential trips are not permitted at present. Unfortunately this means that the sports tour to Edinburgh and the Year 7 French trip cannot happen at this time. However other trips needed for the curriculum such as the Year 8 geography field trip will continue assuming the venue has appropriate control measures in place. Parents will receive details of these before any trip takes place.

## PPE

In line with government guidance, It is unlikely to be necessary for all staff and pupils to wear PPE, provided that schools are following social distancing requirements. However there are exceptions to this:

- If staff are providing intimate care
- If looking after a child with suspected symptoms of coronavirus until they return home- in this case a fluid-resistant surgical mask, disposable gloves and a disposable apron should be worn by the supervising adult.

For primary aged children, the guidance states that face coverings should not be worn.

For pupils in year 7 and above, face coverings should only be used on school transport at present. We are not currently expecting Year 7 and above to wear masks in corridors or communal areas. This may change if we experience a local lockdown as guidance states:

*In addition, in all areas of national government intervention, at schools where students in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained*

## Cleaning

Preventing coronavirus involves dealing with direct transmission (such as being close to someone coughing) and indirect transmission (via touching contaminated surfaces). It is therefore important to:

- Ensure those exhibiting coronavirus symptoms are withdrawn from school immediately
- Cleaning hands more than usual either by hand washing for 20 seconds under running water or by using alcohol hand rub or sanitisers. This includes when they arrive at the classroom, before and after eating and after sneezing or coughing
- Ensuring good respiratory hygiene by promoting 'Catch it, bin it, kill it' as well as not touching their mouth, eyes and nose and using a tissue or their elbow to cough or sneeze
- Cleaning frequently touched surfaces such as door handles, handrails, light switches, tabletops, play equipment and toys often using bleach and detergents

## Medical

Normal first aid matters wherever possible should be dealt with by the relevant teacher rather than making use of the matron. First Aid kits will be available in every classroom for this purpose. The matron should be reserved to deal with more complex cases and for those who start to exhibit symptoms of Coronavirus.

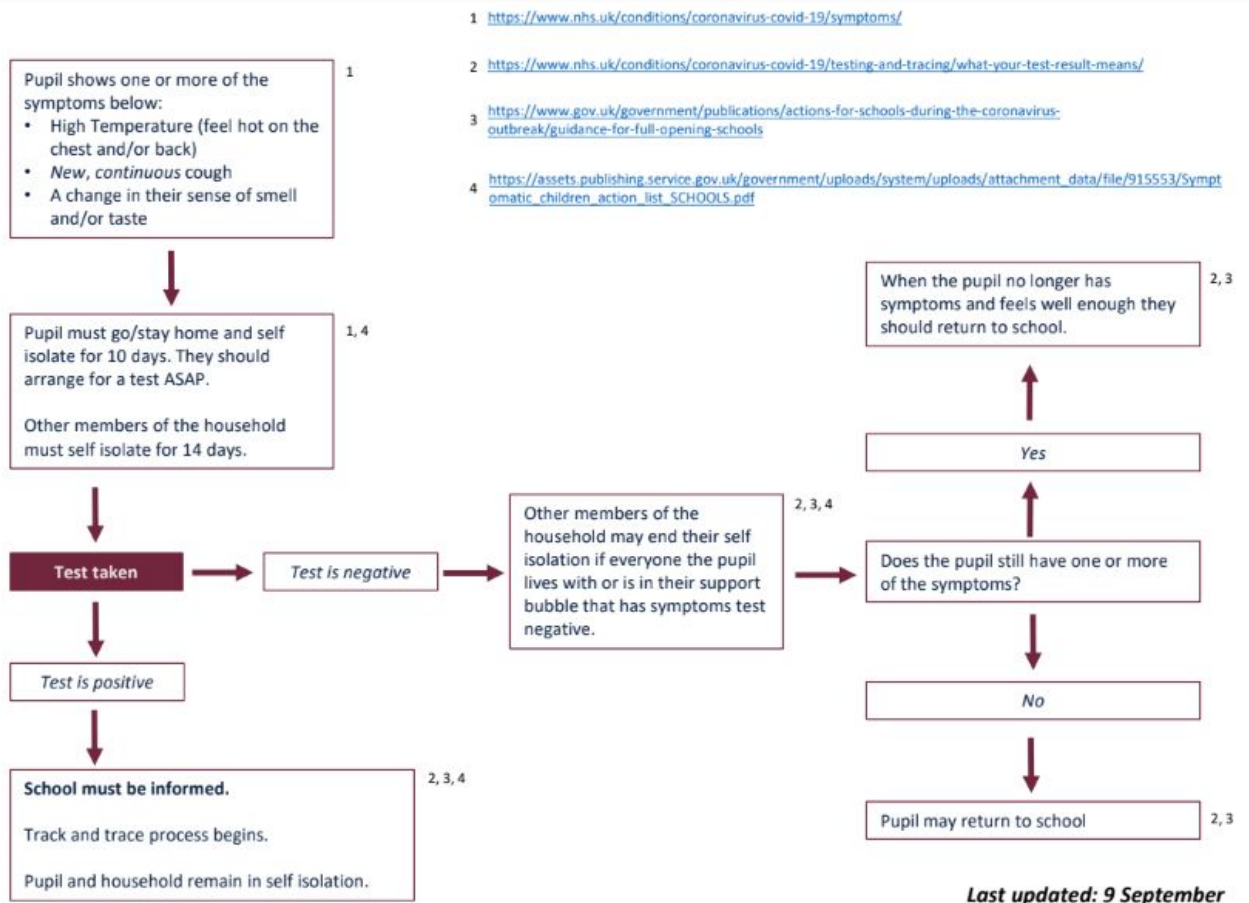
If required, other members of staff who have First Aid at Work are Mrs Elicker-Campling, Miss Hainsworth, Mr Sinnott and Mr Wyld. The majority of staff either have First Aid in the Workplace or first aid qualifications related to lifeguarding or forest school.

If children become ill (including but not restricted to elevated temperatures, loss of taste or smell and/or a persistent cough) during the day, parents will be contacted immediately to collect them and they will be accommodated in Sick Bay / Matron's Office whilst they wait. An isolation room system is in place.

If a pupil is taking a prescribed medicine, please contact the school before sending them in.

## If there is a suspected case of Covid-19

If you believe that yourself or your child has one of the symptoms of Covid-19, please follow the flow diagram overleaf.



## If there is a positive case of Covid-19

Current guidance for schools is that we must:

Call DfE's existing helpline on 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.

*The advice service 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 advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:*

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

*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 guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:*

- *if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and 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 coronavirus (COVID-19) within the remaining days.*
- *if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection*

## Testing

Current guidance states that:

- Booking a free coronavirus (COVID-19) test is done through the online booking portal. This will then give you a range of testing options available in your local area.
- These will usually be:
  - test centre – booking a test at a drive-in test centre is likely to be the fastest way to get a test - you should be aware of the location of local test centres in order to advise staff, students, parents or carers
  - home test kit – staff, parents or carers, and FE students can order a home test kit for themselves or up to 3 members of their household

Mr Wyld should be informed as to the results of the test as soon as possible.