

## **Return to School after lockdown**

This document should be read in conjunction with the following documents:

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 on March 8th. 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. - you must always:**

- 1) *Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.*
- 2) *Ensure face coverings are used in recommended circumstances.*
- 3) *Ensure everyone is advised to clean their hands thoroughly and more often than usual.*
- 4) *Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.*
- 5) *Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.*
- 6) *Consider how to minimise contact across the site and maintain social distancing wherever possible.*
- 7) *Keep occupied spaces well ventilated.*

## **In specific circumstances:**

- 8) *Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.*
- 9) *Promote and engage in asymptomatic testing, where available.*

## **Response to any infection**

### **You must always:**

- 10) *Promote and engage with the NHS Test and Trace process.*
- 11) *Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.*
- 12) *Contain any outbreak by following local health protection team advice*

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

# 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, 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, in conjunction with Public Health England:

*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 10 days since they were last in close contact with that person when they were infectious. Close contact means:*

- *anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)*
- *anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:*
  - o face-to-face contact including being coughed on or having a face-to face conversation within 1 metre*
  - o been within 1 metre for 1 minute or longer without face-to-face contact*
  - o been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)*
  - o travelled in the same vehicle or a plane*

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. Records will be kept on a two week rolling basis.

## Measures for arriving at and leaving school

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

Nursery - metal gate at front of school  
Reception - 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.

It is a requirement that people stay at home if they:

- are ill with virus symptoms (for 10 full days from start of symptoms)
- have tested positive, even if asymptomatic (for 10 full days from test result)
- have been advised by NHS Test and Trace to do so
- are household members of a positive case, even if that case is asymptomatic (from the day the test/symptoms appeared and then for next 10 full days)
- are required to self-isolate for travel-related reasons

*If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.*

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.

Biscuits/fruit at break times will be given out in the classrooms at the start of break.

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 at the front gate, and 5.20 after tea at the back gate. 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 prepupils booked into the after school club, should be collected at 3.30pm. However, to ease with congestion on Wednesday afternoons, please can Reception be collected at 3.20pm.

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. All email addresses are available via the school website at <https://www.st-hughs.lincs.sch.uk/our-school/our-staff-and-governors>

However 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.

Given how little face to face contact there has been for some pupils with their teachers, we will not be having end of term reports in the Spring term. However there will be an opportunity for parents to talk to their child's form teacher. This will be online and delivered through <https://sthughswoodhall.schoolcloud.co.uk/>

The dates of the meetings will be:

Reception	Tuesday 23rd March
Year 1	Wednesday 24th March
Year 2	Thursday 25th March
Year 3	Wednesday 17th March
Year 4	Friday 19th March
Year 5	Thursday 25th March
Year 6	Wednesday 24th March
Year 7	Monday 29th March
Year 8	Tuesday 30th March

Y7 & 8 will also have exams the week beginning Monday 22nd March.

## Transport

The school minibus service will be running as normal. Y7 & 8 must wear masks on school transport.

# 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 keep September's 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

8.20-8.40 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	
			12.25-1305			By pavilion
Year 4	Room 8		Break			Area D
			1305-1330			By EYFS block
5C	Room 9				Area F Between Forbes & changing rooms	
5P	Room 7				Area F Between Forbes & changing rooms	

Y6	Room 1	11-11.20	Break 1240-1305	Mon&Fri 1510-1530	Area E By EYFS block
Y7	Room 3		Lunch 1305-1335	Tue & Thur 1550-1610	Area F Between Forbes & changing rooms
Y8	Room 4				Area D By pavilion

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:

- *when they arrive at the school*
- *when they return from breaks*
- *when they change rooms*
- *before and after eating*

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. Year 7 and 8 boarders will be required to wear face coverings except when seated and eating in the Dining Room.

### **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 (62)	Junior dining (51)	Additional (36)
Acorns (6)	Eat in classroom		
Conkers(13)			1130-12
Reception (16)	1130-12		
Y1&2 (22)		1145-1215	
Y3-5 (57)	1225-1305		
Ancillary and peripatetic staff			1210-1245 1245-1315
Y6-8 (43)		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 light 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 classroom. This should be collected by a member of the after school team.

Due to the enhanced cleaning regime in the dining hall and also to reduce the footfall around the School Office, the dining room should not be used as a thoroughfare.

Everyone should use hand sanitiser both entering and exiting the dining hall. Cutlery and cups will be laid out by kitchen staff.

If wiping down tables, please ensure you use hand sanitiser afterwards.

# 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. All preps should be published through 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 should be cleaned frequently and meticulously and always between bubbles. Alternatively they can 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. Computers must be cleaned between users.

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. Books should be cleaned prior to being returned to pupils. Whenever possible, marking should be done on the school site.

Desktop computers and Chromebooks must be wiped down before and after usage. Wherever possible, the same computer should 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.

# Uniform

Children should return to school in their **sports kit** and should use their **school coat** on a daily basis. This will remain the case for the remainder of the Spring Term.

Pre-Prep - White shorts and polo-shirt, white socks, red sweatshirt/tracksuit bottoms, trainers.

Prep Girls - Navy skirt, hooped games socks, white polo-shirt, hooded sweatshirt, baselayers (if desired), outdoor trainers.

Prep Boys - Navy shorts, hooped games socks, white polo-shirt, hooded sweatshirt, baselayers (if desired), outdoor trainers.

Prep school pupils will also require their red bag with the following items -

## Kit/Equipment required -

Swimwear, towel and goggles

Indoor Trainers

Studded boots (boys)

Astro Shoes (optional)

Tracksuit top & bottoms

Shin Pads

Mouthguard

Hockey stick

Any hobby equipment

Please do NOT send in any additional clothing/spare sets. There will be no laundry done in school.

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

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.

## 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. LFD testing will also need to take place prior to any lessons. 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 and mask will be worn. Additional guidance for music can be found below.

## Ventilation

Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area. It is important that rooms should be kept well ventilated by keeping doors (unless fire doors) and windows open whenever possible. This also applies when rooms are not being used.

When using minibuses, the ceiling vent and windows should also be opened as much as possible.

## 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 though small ensembles with appropriate air flow will take place.

Individual music lessons will continue as normal.

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

Games, PE and Swimming will recommence upon return. Competition between different schools is not permitted until wider grassroots sport for under 18s is permitted.

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

For the remainder of this term, bar some paid hobbies, we will be running a separate hobby program with the children remaining with their form group to do a range of activities based on mental health, well-being, teamwork and fun. No external hobbies will be running.

1610-1700	Monday	Tuesday	Thursday	Friday
Year 3	LW, KE	KWa, KE	LW, KE	LW, KE
Year 4	SS, JMc	KA, CE-C	KA, CE-C	KA, CE-C
5C	BC, Ce-C	BC, JMc	BC, JMc	SS, JMc
5P	MP, JW	MP, KWo	SR, KWo	MP, JW
Year 6	n/a games RG, GS KF, KWo	MC	MC	n/a games RG, GS KF, KWo
Year 7		KF	VJ	
Year 8		GS	SS	
Well being clinic			Y6-8 FBM	Y3-5 FBM

Paid hobbies	Plastic model making - FBM		Grade 5 theory - MF Judo Tennis	
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## 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:

- **Only children who usually attend as full boarders (those who stay Monday to Friday) will be permitted to board from 8 March.** This is to reduce the number of children mixing outside school during the week and will allow for a consistent bubble to be in place to mitigate against any risk of transmission.

- For the period from 8 March to the end of the Spring Term, there will be no flexi-boarding. This will be reviewed at Easter and we hope to resume flexi-boarding for the Summer Term.

- Please do not bring in any bedding from home; we shall provide all bedding including duvets and pillows.

- When boarders return to the house after school, they must wash their hands or use hand gel and change their clothes. All clothes taken home at the end of the week must be laundered before their return to school the following 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 on a Monday morning. They will then be taken upstairs during the day.

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. Current government guidance states:

*Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education.*

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 through 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. Training to help support pupils at this time can be found at:

<https://www.gov.uk/guidance/teaching-about-mental-wellbeing>

<https://www.educationsupport.org.uk>

A drop-in Wellbeing clinic for pupils will be hosted by one of our Mental Health first aiders, Mrs Bonner-Mackenzie. This will 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

At the moment no school trips are permitted. This will change in line with changes to the guidance.

# Face covering

Face coverings should be worn by:

- Staff when teaching Y7 & 8 in classrooms or when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing between adults and/or Y7 & 8 cannot easily be maintained.
- Y7 & 8 pupils in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.
- Adult visitors in situations where social distancing between adults is not possible

Y6 and below do not need to wear a face covering.

*Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.*

*Safe wearing of face coverings requires the:*

- *cleaning of hands before and after touching – including to remove or put them on*
- *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. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.*

## 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

Each classroom will have a spray sanitiser and a cloth which will be laundered daily.

## 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.

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. PPE must be worn by staff caring for the pupil while awaiting collection if a distance of 2 metres cannot be maintained.

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

# Testing

We will adhere to the guidance contained in

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950515/Schools\\_Colleges\\_Testing\\_Handbook\\_revised\\_04012021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950515/Schools_Colleges_Testing_Handbook_revised_04012021.pdf)

Testing in school will take place for Y7 & 8 pupils when they return to school. They will undertake three tests, each 3-5 days apart. Home testing will then take place twice weekly. Y6 and below do not require testing.

Staff will be tested twice weekly. Home kits will be available as appropriate.

The testing will take place in the cookery room which has been converted for the purposes of testing for the foreseeable future. Appropriately trained staff will administer the testing.

## NHS test and Trace

Current guidance states:

*Parents must: book a PCR test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste.*

*Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit*

*Parents should:*

- *provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace*
- *self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries.*

*If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case outside school, when they will need to self-isolate for 10 days from the date of that contact.*

*If someone with symptoms tests positive, they should follow the 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 continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.*

## Managing Confirmed Cases

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 which will factor in our track and trace as well as our testing arrangements.