



Jan 2021 COVID-19 Procedures

The following planning and guidance document is designed to identify the key aspects of a Covid-ready school return so staff and parents understand and can implement effective systems to increase safety and ensure effective delivery of the school curriculum and learning. It will also outline key aspects including dealing with outbreaks and home learning.

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Summary of Key Points

1a) Drop off and Collection

| Year Group | Drop off Point | Time | Collection Point | Time |
|-------------------------------|--|---------------|--|--------------|
| Pre-School | Gravel car park area just before the chalk board | 8-8.15am | Gravel car park area just before the chalk board | 3 -3.30pm |
| Reception to Year 3 | Acorn Theatre | 8.15 - 8.45am | Acorn Theatre | 3.30-4pm |
| Year 4 to 8 | Kiss and drop | 7.50-8.30 am | Acorn Theatre | 4.10-4.40 pm |
| Year 9 to 10 | Kiss and drop | 7.50-8.30 am | Acorn Theatre | 4.40pm |
| Year 11 | Gravel drive | 7.50-8.30 am | Acorn Theatre | 4.40pm |
| Any pupil staying from 4.40pm | - | - | Acorn Theatre | 4.40-5.30 pm |

- Cars come up the drive and into the playground but stay left in a line that snakes around in front of the Acorn theatre and then back out.
- When there are 3 or 4 cars by the theatre those cars stop. Pupils get out, where they will be greeted by staff and then may proceed to their classroom.
- For a smooth drop off children need to be ready to get out of their car with all their bags for the day
- Direction signs and barriers to guide traffic.
- It's important for parents to stay off-site as much as possible. Preferably only one parent should pick up / drop
- Parents please stay in cars (with the exception of removing a child from their car seat) and wait for the staff to indicate they are ready to collect your child
- There will be members of staff on duty at all drop off and collection points – please indicate the children you are collecting and their year group.
- No parents will be allowed in school and any administrative queries should be made by telephone or email (01329 280955 / office@boundaryoak.co.uk)
- Mobile phones - bus drivers to collect phones and hand to office. Anyone else with a phone to hand straight to office.

1b) Daily Routine

- There will be no school assemblies or events arranged which might compromise social distancing. Any assemblies will be held remotely.
- Full school uniform to be worn on non games days. Sports kit to be worn to school when there is games or PE in a day. Blazers to be worn over games kit. Pupils need to bring spare kit in case it gets muddy.
- Scarfs, hats etc. may be worn to keep pupils warm with windows open.
- Each bubble will be allocated an outdoor space to be utilised as much as possible.
- Breaktime areas will be divided to ensure bubbles are separate. During Pre-Prep breaktimes the astro and playground will be segmented so that the year groups don't mix.
- Pupils will not be permitted to share equipment.
- EYFS and Pre-Prep children will be provided with a labelled zip pack. Daily reading will continue and children will be required to bring their book bag.
- All children should bring a water bottle.
- All pupils in years 4-11 to wear coloured bubble badges to show which bubble they are in. These must be worn on blazers. The office can provide replacements for £1.
- Y4&5 orange, Y6+7 Purple, Y8+9 Blue, Y10+11 Lime green
- Years 4 upwards, pupils should not share their own equipment. Pupils to be given glue sticks and green pens.
- Pre-Prep will continue to receive a snack as normal. However, to maintain hygiene protocols Year 4 and above will need to bring in their own snacks.
- Extra cleaning will be in place for all heavy use areas and items such as toys, books, desks, chairs, doors, sinks, toilets, light switches and banisters.
- Pupils will enter a lesson and take a cloth from a box. The teacher will spray all desks with antibacterial spray and pupils will clean their own space before they sit down. Cloths to be returned to the box.
- Children will continue to promote good hygiene with regular handwashing and hand sanitising (which will be available in classrooms).
- Sport / PE will take place outside where possible, complying with social distancing guidelines.
- If a child becomes unwell in school, they will isolate in the allocated medical room until they are collected.
- If a staff member becomes unwell in school, they will leave immediately or isolate in the allocated medical room if they need to be collected.
- The Science corridor will be one way. Pupils coming from Jubilee will enter via the senior lawn and depart by orchard wall. No pupils other than year 4 and 5 allowed down main Widley corridor.

Government Guidance

2a) Essential Procedures

- a requirement that people who are ill stay at home
- hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

2b) Prevention Procedures:

- **Use of rapid testing kits where available:**
To safeguard the health of the teaching workforce and keep as many staff and pupils in school as possible, the government will be making rapid-result coronavirus (COVID-19) tests available to schools and colleges in the new year. This will help identify asymptomatic cases - which make up a third of all cases - limiting the spread of the virus. Testing, along with other infection prevention and control measures such as social distancing, can ensure pupils are given the best chance of face to face education. With a phased approach beginning in January, testing will be made available to all members of staff and all pupils of secondary school age.

In line with routine infection control practice, close contacts who decide not to be tested daily will need to self-isolate in line with [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Staff and pupils need to be clear that a negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested.

Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid test will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known.

All secondary pupils and staff will receive two lateral flow tests when they return in January. Thereafter staff who teach secondary pupils will be tested weekly and lateral flow tests will be used to test those identified as close contacts of a positive case in school to limit the number who staff and pupils required to isolate and therefore provide the best continuity of education.

Serial testing of close contacts needs to be carried out for 7 consecutive days. As testing won't happen over the weekend for non-boarding pupils and staff, an extra test will be carried out on the 8th day.

- **A requirement that people who are ill stay at home:**

Please ensure that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

This only applies to those who begin their isolation on or after 30 July.

Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.+

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

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

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

If a child in the **boarding house** shows symptoms, they should initially self-isolate in the designated isolation room in the boarding house. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home. The location for their isolation will be discussed with their parents and guardians and will be subject to the resources available at school and in the boarding house at that time. They will follow the same testing procedures as other pupils and the boarding bubbles will isolate in the same manner. Any boarder isolating will be given access to our remote learning programme. For more information on how we will care for a symptomatic child while protecting the welfare of other pupils and staff, read the [guidance on isolation for residential educational settings](#).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household detergents after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

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

- **Robust hand and respiratory hygiene:**

Clean hands thoroughly and regularly using soap and running water and/or hand sanitiser. There are hand washing stations near all main blocks and hand sanitisers in all classrooms and at the entrance of all buildings. Staff will supervise the use of hand sanitiser for younger

pupils, given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. Clear routines in place. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in indoor areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering. At Boundary Oak face masks are voluntary for all pupils and staff, except those in minibuses where face masks need to be worn by staff and those pupils in Year 7 or above. Use of corridors has been minimised and is in any case following a one way system. All classrooms are accessible through outdoor pathways and entrances.

Where local restrictions apply

When an area moves to Local COVID Alert Level: high or very high, in settings where pupils 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. This does not apply to younger children in primary schools and in early years settings.

Exemptions

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.

Where anyone is struggling to access a face covering, or where they have forgotten it, or it has become soiled or unsafe, the school has a contingency supply available to meet such needs.

Safe wearing and removal of face coverings

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

Further guidance on face coverings:

- [Safe working in education, childcare and children's social care provides](#)
- [Face coverings in education settings](#)

- **Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach:**

There will be a new cleaning schedule in place at school that ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms and shared areas that are used by different groups
- toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.
- frequently touched surfaces will be cleaned regularly
- there are anti-bacterial wipes in every classroom to wipe down surfaces, door handles and equipment

Public Health England has published revised [guidance for cleaning non-healthcare settings](#) to advise on general cleaning required in addition to the existing advice on cleaning those settings.

- **Minimise contact between individuals and maintain social distancing wherever possible:**

There will be set groups and bubbles. Staff should ensure they try to maintain 2 metres from other adults. There will be strict hygiene protocols in place in classrooms, and enhanced ones where more than one teacher uses the classroom. Where children old enough there will be no touching of staff and peers. Where possible pupils will be sat side by side and facing the front. Where possible furniture and desks will be spread out. Movement around school kept to a minimum and where necessary one way systems will be in place in corridors. Staggered lunch and breaktimes will be in place and bubbles will use different recreational areas, on a rota where necessary. Surfaces in the lunch hall will be cleaned between groups. Use of staffrooms will be minimised with a limit for maximum occupancy. Measures for arriving and leaving school will be in place to minimise the number of external adults on site and reduce the number having to step out of their vehicles. Staff will greet all pupils and adults arriving at school and for those wearing face masks will instruct them in the correct procedure to remove them. Pupils must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival and place face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on [safe working in education, childcare and](#)

[children's social care](#) provides more advice. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.

The school will manage visitors to the site, such as contractors, and ensure that the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, are addressed. This will be managed by the Premises Manager who will ensure the lead person signs in the team at Reception, if possible using the non-touch applications or apps of our E-reader sign-in book. The Premises Manager will have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term. He will ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.

As normal, the School will engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff, who will be provided with flu vaccination vouchers.

For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or 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.

Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as snack boxes, hats, coats, books and stationery. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

Outside of school, they should continue to adhere to [local tier](#) restrictions.

- **Where necessary, wear appropriate personal protective equipment (PPE):**

The majority of staff in school will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Read the guidance on [safe working in education, childcare and children's social care](#) for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.

- **Keeping occupied spaces well ventilated**

Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

This can be achieved by a variety of measures including:

- mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
- natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing.
- rearranging furniture where possible to avoid direct drafts

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

- **School Operations**

3a) Transport

The Government has advised that parents and children and young people should be encouraged to walk or cycle where possible, and avoid public transport at peak times.

However, as you all know our school isn't particularly accessible by foot or cycle so we expect normal transportation modes to be used. As the advice is to avoid public transport we recommend that pupils do not use the school minibus if this is avoidable. If there's no alternative, parents need to be comfortable with our control measures.

With our school minibuses we have the following measures in place:

- Minibus disinfected before and after every use
- Max. ventilation provided during runs
- Hand sanitiser and wipes provided for use on entry and exit from the minibus and all surfaces wiped down between uses
- Consistent groups for each minibus
- It is now the law that children and young people aged 11 and over must wear a face covering on public transport. This law does not apply to dedicated school transport.
- However, we recommend pupils aged 11 and over to wear a face covering when travelling on dedicated school transport from the start of the autumn term. This does not apply to [those who are exempt from wearing a face covering on public transport](#). If the school is in Tier 2 or higher level of restriction then pupils in Year 7 and above, as well as staff, must wear a face covering when using school transport.

Travel:

What to do when pupils arrive in the UK

Boarding pupils who are travelling to the UK must follow the arrangements set out in [guidance on entering the UK](#). This means that their parent or guardian, will, as appropriate, need to [complete the Public Health passenger locator form](#) before the pupil travels and [provide their journey and contact details](#).

The latest government advice, including how to end the isolation period early can be found [here](#)

For pupils travelling straight to the boarding school, when they arrive in the UK the pupil should be met by a representative of the school or a family member/friend/guardian and taken straight to the boarding house at Boundary Oak School. The pupil can self-isolate, if they need to, at their boarding school – see further information in [the first 10 days in the UK section](#), although this is only possible by prior arrangement and if there is sufficient space. It is far more preferable for the pupil to isolate with their guardian or host family in the UK before returning to school.

Where boarding pupils are staying with another household in England before travelling to their boarding school, such as with a sponsor (host family) or guardian, at the home of a family member or friend, or at home, they should be met on arrival and taken straight there. Follow the guidance on [how to self-isolate when you travel to the UK](#) if required.

Tier 4 international pupils who would ordinarily be required to register with the police should refer to [Home Office guidance](#).

Pupils should avoid public transport and only use it if there is no other option. If they do use public transport, those aged 11 and over must wear a [face covering](#), understand how to put on and remove

the face covering, ensure their hands are kept clean and stay 2 metres apart from other people where possible.

If pupils develop coronavirus (COVID-19) symptoms when travelling to the UK, they should tell the crew or driver on the plane, boat, train or bus. They will let staff in the airport, port or station know, so they can tell them what they should do next when they arrive. The school will need to have plans in place to safely transfer the pupil if this occurs. Guidance for schools on isolation for residential educational settings provides advice on isolation, and this forms the basis of our isolation procedures at Boundary Oak.

Travel corridors

Pupils will not have to self-isolate if they are arriving in England from a country or territory on the travel corridors list. They will still, however, have to provide their journey and contact details.

Pupils will still be required to self-isolate if they have visited or stopped in any country that is not on the list in the previous 10 days.

The first 10 days in the UK

Schools need to have travel plans in place, including arrangements for the collection and transfer of pupils and their isolation if required. These need to be explained to pupils and their parents before they travel.

Pupils should follow the guidance on how to self-isolate when you travel to the UK if required. If pupils do need to isolate upon their arrival, the school will need to:

- put in place arrangements for the oversight of pupils in isolation that protect the safety and welfare of all pupils and staff, minimising the school staff who interact with the pupils and keeping isolating pupils apart from other pupils at the school
- ensure that pupils who are permitted to isolate together (for example, where they have travelled together), only do so in small groups of up to 6 pupils
- ensure they stay in a well-ventilated room with a window to the outside that can be opened
- put in place arrangements to bring meals and other essential commodities, such as toiletries, to the area where isolation is occurring
- ensure an isolating pupil uses a separate bathroom from the rest of the boarding house where possible – if pupils have to share these facilities, regular cleaning will be required after any isolating pupil has used them
- make sure there are separate towels from other pupils in the boarding house, both for drying after bathing or showering and for hand-hygiene purposes
- have regard to keeping children safe in education when making arrangements for the isolation of pupils

Schools will need to undertake their own risk assessments about how to isolate pupils safely. Guidance for schools on isolation for residential educational settings provides advice about isolation. Schools can seek advice from Public Health England's local health protection teams if needed.

Where schools wish to commence the education of any self-isolating pupils during the first 10 days in the UK, this may only be done where it would be consistent with the pupil maintaining their self-isolation.

Pupils must not leave the place they are self-isolating during the first 10 days, except in very limited circumstances. These are explained in the guidance on [how to self-isolate when you travel to the UK](#).

The school should have procedures in place, agreed in advance with parents, setting out what it will do in the case of an emergency.

After the first 10 days in the UK

If pupils do not have any coronavirus (COVID-19) symptoms after 10 days, they can leave self-isolation and follow the same rules as people who live in the UK. The rules for those living in [England](#) are available.

Non-boarding pupils and families who travel

All families and pupils are expected to follow the government guidance which can be found here:

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

<https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive>

3b) Attendance Expectations: school attendance mandatory again from beginning of Autumn term and the usual rules on school attendance will apply. Where the Government has asked for a phased return (e.g. Secondary pupils in Jan 2021), those receiving remote education will be marked with an "X" in the register.

3c) Pupils who are shielding or self-isolating

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

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

more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#)

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the School will be able to immediately offer them access to remote education. However, these will not be live lessons unless the whole bubble is isolating. Work will be provided on Purple Mash or on Google Classroom and this will be marked with feedback given to each pupil. The School will monitor engagement with this activity (as set out in the section below).

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

3d) Pupils and families who are anxious about return to school

All other pupils must attend school. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of pupils with significant risk factors are concerned, please discuss these concerns with the School and we can provide reassurance of the measures we are putting in place to reduce the risk in school. Please bear in mind 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).

● **Procedures for the School day:**

4a) School uniform

As per government advice we will return to our usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.

Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

On days with Games or PE pupils should be dressed in games kit for the whole day. They will need spare kit in case they get muddy.

Pre-Prep - pupils come dressed in PE/Games kit on the days their year group has PE or Games..

4b) Drop Off

There is a one way system entering to the left of archway and up the new gravel track, around the loop and back down the normal drive. All parents are to follow this route.

Pupils must wash their hands on entering and leaving the site at the following sites:

Pre-Prep - in the designated Pre-Prep facilities under staff guidance

Y4+5 - Widley toilets

Y6+7 - Wash stations outside science

Y8+9+10 - Kellett toilets

Y11 - Acorn theatre toilets/New build toilets

Extra wash stations and/or hand sanitisers are provided near entrance and exit points.

It's important for parents to stay off-site as much as possible. Preferably only one parent should pick up / drop off.

Minibuses will drop and collect from gravel car park to stay out of the one way loop.

Pre-school - drop off to be in the gravel car park area just before the chalk board. A member of staff will wait on the grass and collect the child and walk them across and into the side entrance. Request for drop off to be between 8.00 and 8.15.

Pre-Prep - To be dropped off at Acorn Theatre between 8.15 and 8.45 where staff will be waiting. Parents are to remain in their car unless they need to remove their child from a car seat. Staff collect/guide children to their classroom. Communication between staff will happen with walkie-talkies. All walkie-talkies to be disinfected after use by each user. For drop off earlier than 8.15 (from 7.50) there will be one teacher to collect the earlier drop offs by prior arrangement by contacting Mrs Thomas.

Cars come up the drive and into the playground but stay left in a line that snakes around in front of the Acorn theatre and then back out. When there are 3 or 4 cars by the theatre and those cars stop next to grass verge/field facing exit. The pupils get out and are guided by waiting staff to their classroom, then the process is repeated. In this way, there will be no pupils moving across the car park, in front of cars as the pupils only alight when they are in front of the theatre. Direction signs and barriers to guide traffic.

Prep and Seniors - to be dropped at the "Kiss & Drop" and head straight to their designated form rooms.

Year 4 and 5 - Widley rooms via the Senior Lawn.

Year 6 and 7 – Jubilee rooms via the Senior Lawn.

Year 8 and 9 – Kellett rooms via the senior lawn, through the science door, into Widley, out the other side, across to Kellett.

Year 10 - Kellett annexe via the senior lawn, through the science door, into Widley, out the other side, across to Kellett.

Year 11 to be dropped off at the new build at the bottom of drive by pulling into the widened track and parents to continue round one-way system. Drop off from 7.50am until 8.30am.

Please ensure pupils are ready with their bags to get out.

Mobile phones - bus drivers to collect phones and hand to office. Anyone else with a phone to hand straight to office.

4c) Movement/one way system/corridors/entrance and exits

- Pupils to move between lessons.
- Entry and exit through outside fire exit doors into Jubilee.
- In Kellett, upstairs classrooms, enter and exit through front door. Downstairs Kellett classrooms, entrance and exit through the fire exits.
- In Kellett Annexe, Business studies classroom to enter and exit through fire exit; other annexe classroom to use the main entrance for entry and exit.
- 5 minute movement time between lessons to allow for movement time. Finish lessons 5 minutes earlier than timetabled.
- Pupils should wait outside building blocks until teachers have asked them to enter (to allow safe exit of previous lesson's pupils).
- Science, Widley, ICT, Music, Art, Food & Nutrition, Drama, PE, New Block to continue as per previous procedures.
- Please see arrows on map below
- Widley corridor entrance (Acorn Theatre end) is only for Orange badge holders (Yrs 4&5)
- Unless visiting the Medical room, the Widley entrance next to the Medical room and Kitchen is completely No Entry and the water fountain outside the Medical room is to be used by Years 4&5 only.
- Science block is one way entering from the Senior Lawn end and exiting onto the Orchard pathway.
- Front of the school by the main blue door is out of bounds after drop off.



TOILETS

As per previous procedures

Y4-7 Widley

Y8-10 Kellett

Y11 Acorn

If pupils are in new-build or sports hall use their facilities.

4d) Pick Up and clubs

Collection time for families with older siblings will be based on the end of day time for the eldest sibling. However, if you wish to pick up children independently of each other please note there is no waiting on site.

Pre-School collection is the same as morning drop off above. Parents wait in the car and the child is brought across the grass and then to the waiting car.

Pre-Prep collection 3.30pm - 4.00pm - as drop off, please collect from in front of Acorn Theatre. Indicate to member of staff on steps with walkie-talkie which pupil you are collecting and they will contact staff at classroom base location to deliver them to you. All children will be waiting in their classroom base. Staff in classrooms (walkie-talkie) supervising pupils, and staff on Acorn steps (walkie-talkie) escorting pupils to their car. Parents to indicate to the staff on the steps which child needs collecting.

Years 4-8 Collection 4.05pm - 4.30pm. Lessons will be running until 4pm therefore collection will be from 4.10pm and not before. There is no provision for parents to be able to park onsite or wait outside of the collection loop. Cars come up the new gravel track, parents give the pupils year group and name to the Maintenance staff on the corner. Parents drive into the playground but stay left in a line that snakes around in front of the Acorn theatre, collect their child and then head back out.

Years 9-11 Collection at 4.40pm. Lessons will be running until 4.30pm therefore collection will be from 4.40pm. There is no provision for parents to be able to park onsite or wait outside of the collection loop. Cars come up the new gravel track, parents give the pupils year group and name to the Maintenance staff on the corner. Parents drive into the playground but stay left in a line that snakes around in front of the Acorn theatre, collect their child and then head back out.

After School clubs:

Pre-Prep:

Years R-3

Pupils can be collected between 3.30pm and 4.40pm by giving their name to the member of staff on duty (as per current procedures). If parents arrive after 4.40, they need to pull up by the Kiss and Drop and go to the office window, where they need to state the name of the pupil/s they are collecting. The School Office will contact Pre-Prep via walkie-talkie with the name of pupil/s to be collected. Parents to drive to the Acorn car park and park. Parents walk to the Pre-Prep gate and wait for child/ren to be released by a duty member of staff.

Prep and Seniors: Years 4-8 not staying for a club

These pupils will be in their classroom bases and parents are asked to arrive to collect between 4.05pm and 4.30pm by giving their name to the member of staff on duty. Please can we remind you that pupils are in lessons until 4pm. To avoid cutting curriculum time and to get pupils ready we ask that if you arrive on site before 4.05pm you wait in your car in a parking bay.

Years 9-11 not staying for a club

These pupils will be ready for collection between 4.30pm and 4.40pm. Pupils in Prep and above not collected by 4.45pm will be sent to the Kellett block to attend Prep Club and they can be collected from the Kellett block (please see information below).

At 4.30 students are to be sent to their clubs. Any students who haven't signed up to a club will be sent to Film club in Jubilee. All students at the club venue will then wait behind their chairs with a cloth until the member of staff arrives. At this point the member of staff will spray the tables and chairs to be cleaned down by the students in preparation for starting their club.

Years 4-11 staying for Prep or Film Club

Prep club will run from 4.30pm-5.25pm. Pupils can be collected anytime from 5pm in the same manner as last year: parents should either pull over, as close as possible to the Kellett block (to allow other traffic to exit on their right hand side) and indicate to the member of staff on duty in the bottom right classroom (with the outward facing glass doors) which child/ren they are collecting. Please do not enter the building and maintain social distancing when communicating to staff. Alternatively they can park in one of the parking bays opposite the Kellett Block and carefully cross the road to collect their child as per above.

Years 4-11 staying for Clubs

Pupils will attend clubs from 4.30pm-5.25pm at which point they will be brought to the Acorn Theatre steps. Collection will be at 5.25pm and parents will need to park on the playground and await their child. For parents that were with us prior to Easter 2020 parking will be as previously. For parents new to us, this means parking in a row with your car facing the field (passenger side door opens towards Acorn Theatre). When these spaces are full please replicate on the other side facing the buildings (driver side door open towards Acorn Theatre). Pupils will be asked to see if their parents are waiting and will be guided towards the right car. Please try to stay in your car but if you think your child/ren will struggle to recognise it please get out and stand by the door of your car. Once you have your child/ren please drive off carefully and allow the next car waiting into your space. Please take great care reversing and under no circumstances should you reverse out of the playground carpark over the pedestrian crossing.

Parents collecting children in both Pre-Prep After School Club and Prep and above

Please collect your child from Pre-School first by parking next to the grass in the parking bay before the welcome sign. Once you've collected your child from the side entrance to the Pre-School please return to your car and collect the older siblings as per above. If you are collecting children from both the Acorn Theatre and Prep club, please park in the playground carpark, walk over to the Kellett Block and collect your child/ren from there, then return to your car to collect your child/ren from the Acorn Theatre.

Summary:

| Year group | Collection times and place | | |
|------------|----------------------------|--|--|
| | Not staying | Staying clubs | Staying Prep Club |
| 4 to 8 | 4.05pm - 4.30pm | 5.25pm | 5pm-5.25pm |
| | Drive through pickup | Park in playground in front of Acorn Theatre | Park outside Kellett Notify staff in Kellett. |
| 9 to 11 | 4.30pm - 4.40pm | 5.25pm | 5pm-5.25pm |
| | Drive through pickup | Park in playground in front of Acorn Theatre | Park outside Kellett Notify staff in Kellett |

Due to Government guidelines, there will be no provision after 5.30pm unless prior agreement owing to exceptional circumstances and the need to maintain separate bubbles in the dining hall during Big Tea. Please make your request via the School Office.

Buses depart at 5.30pm.

Update during lockdown/Tier2+:

- All staff and pupils in Year 7 and above will be required to wear a face mask when using communal areas indoors. This includes corridors, toilets, common rooms, and entering and leaving the dining hall. The only indoor area where masks will not be compulsory are in classrooms where teaching is taking place; here they will remain voluntary. Further information can be found here:
<https://www.gov.uk/government/publications/face-coverings-in-education>

4e) Classrooms

Deep clean prior to return.

Extra cleaning in place for all heavy use areas- clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters- 3 times a day.

Antiseptic wipes in all classrooms to wipe down desks, door handles and heavy use objects regularly during the day..

No toys allowed in.

Marked windows and doors will be open to maximise ventilation

Parents to make sure pupils have their own calculator, pens etc.

Pupils to be given kit - green pens and glue. If lost parents will then need to replace. They can sign a request in the pupil's planner if they wish the school to replace and add them to their bill.

Any other resources that teachers feel they need such as white boards, scissors etc. to be kept in a box to be wiped down/sprayed between use.

At the start of every lesson, pupils collect a cloth from a box and stand behind their chair. Teacher to spray table tops and pupils to wipe down their own table space and chair. Teacher to collect cloths back in box and leave by door ready for the next lesson.

Voluntary measures for teachers - you can request the following: visor & other PPE, taped safe distance area around your teaching area.

Teachers MUST have seating plans for every lesson - use classcharts for a quick and easy reference.

PPE is voluntary for pupils but parents need to provide it.

There will be separate entrance and exit to classrooms: we will make use of fire exits to enable one way system and access classrooms directly from outside where possible.

All year groups will be allocated a space on the field as their “outdoor” classroom to avoid bubbles mixing outdoors. .

Pupils will sit in front-facing rows in lessons.

Weather and curriculum permitting outdoor learning will be maximised in all subjects.

In Years 4 upwards, pupils should not share their own equipment. Pupils will store their books on the corner of their desk or in their school bags. They should also bring sun cream and their own water bottle.

Pupils will not need to queue outside the classroom in a corridor - if possible they enter straight away and move to their allocated desks or they use an outside space to queue with safe distance spacing.

Assemblies will be delivered remotely to all pupils sat in form groups.

4f) Communal areas and corridors

Staffroom- social staffroom max of 8 socially distanced. Working staffroom max of 6.

Dining Hall / Acorn Theatre - Social distancing between adults. Children in bubbles. Tables will be wiped down between use.

Toilets - allow pupils access to toilets during lessons. No more than two pupils at a time in the toilets, except Sports Hall. Pupils not to “hang out” in toilets.

4g) Break times

BREAKTIMES

Duty staff, one on field, one on astro, one checking common rooms, playground, corridors and senior lawn. Year 10 and 11 may use senior lawn. Pupils will need wellies on these days.

| | Mon | Tue | Wed | Thu | Fri |
|-------------------------|---------|---------|---------|---------|---------|
| Upper Field | Y4+5 | Y6+7 | Y4+5 | Y4+5 | Y4+5 |
| Lower Field | Y6+7 | Y8+9 | Y8+9 | Y6+7 | Y8+9 |
| Playground + Astro | Y8+9 | Y4+5 | Y6+7 | Y8+9 | Y6+7 |
| Sports hall/common room | Y10, 11 | Y10, 11 | Y10, 11 | Y10, 11 | Y10, 11 |

4h) Lunch times

Lunch will be served in the Dining Hall

Nursery - 11.40

Pre-Prep - 12-12.30

For years 4-11:

Pupils to line up outside and enter through the back door (opposite preschool). Duty staff member to stand at that door and release pupils 5 at a time to be handed cutlery and go forward to get food.

Pupils MUST sit on year group tables i.e. year 8 and 9 cannot mix on a table.

All year groups to exit through the front door, after clearing plates, into the main school and Widley corridor, go via science corridor (Senior Lawn side) out to play space.

Lunch time rota:

Year 4 12.50 (right hand side of dining hall when facing south towards the preschool)

Year 5 12:55 (left hand side of dining hall when facing south towards the preschool)

Year 6 1pm (top of dining hall nearest preschool)

year 7 1.10 (right hand side)

year 8 1. 20 (left hand side)

year 9 1.25 (top of dining hall nearest preschool)

year 10 and 11 at 1.30(right hand side)

If it is wet duty teachers to take a walkie talkie and tutor groups to be called for to avoid queuing in the rain.

4i) Educational visits

The government continue to advise against domestic (UK) overnight and overseas educational visits at this stage see [coronavirus: travel guidance for educational settings](#).

From the autumn term 2020, we can resume non-overnight domestic educational visits. These will be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. As normal, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the [health and safety guidance on educational visits](#) when considering visits.

4j) Co-curricular provision

The government has advised that where it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups to provide co-curricular activities. Please see above for our plan to introduce our full co-curricular programme.

The School will consult the guidance produced for holiday childcare, available at [Protective measures for out-of-school settings during the coronavirus \(COVID-19\) outbreak](#) as much of this will be useful in planning extra-curricular provision. As with physical activity during the school day, contact sports will not take place unless Government guidelines change.

4k) Curriculum

Music

We have measures in place to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 20, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.

Peri lessons can take place with increased ventilation, social distancing where possible and the wearing of masks.

Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at [working safely during coronavirus \(COVID-19\): performing arts](#).

Physical activity

Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, 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. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

The School will refer to the following advice:

- [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport
- advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)

The School will be able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. The School will ensure such arrangements can operate within its wider protective measures.

The school's sport offering will adhere to [DfE guidance for schools](#); the DfE have provided some further clarity on fixtures. They have confirmed that *"inter school/competitive sport can take place as long as the governing body for the sport has approved guidance on how to offer the sport and the competition adheres to it. Schools can use dedicated transport to travel to inter school/ competitive sports fixtures (when/if there are no alternatives - ie parents taking their children) but that in using shared transport, social distancing measures should be adhered to and the ventilation of fresh air should be maximised in such vehicles when travelling. Where possible children should be kept in consistent groups. Children over the age of 11 must wear a mask when travelling."*

From January 2021 we will aim to slowly re-start fixtures by forming specific "bridges" with a handful of other schools, limiting it to single year group teams, only outdoor sports and with no spectators. Participation in fixtures will be entirely voluntary.

4l) Fire procedures

Remain the same (evacuation trumps social distancing); however, once on Astro (or designated assembly area) pupils and teachers stay in bubbles and socially distance- making full use of Astro.

4m) First Aid

Procedures to stay the same unless COVID symptoms in which case they will go straight to isolation room (adjacent to Medical room in Widley corridor). The Nurse will be wearing PPE to see anyone as it is a confined space in the medical room. Staff to make use of those with paediatric first aid training for minor ailments/injuries and first aid boxes in every block.

5. Response to any infection:

- **Engage with the NHS Test and Trace process**
 - The School will follow the NHS Test and Trace process and contact their local [Public Health England health protection team](#). The School will ensure that staff members and parents/carers understand that they will need to be ready and willing to:
 - [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
 - provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
 - [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
 - Visitors will be asked to scan the QR code to register with the NHS Covid-19 app. Regardless of whether they use the app, our visitor e-sign in book will have sufficient information to support rapid contact tracing if required by NHS Test & Trace.
 - For close contacts of positive cases in school, from Jan 2021, the school will use serial lateral flow tests to try and minimise the number of pupils/staff required to isolate

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.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. By the autumn term, 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- once it's back to normal they can return to school after 48 hours. Other members of their household should continue self-isolating for the full 10 days.

If a member of staff has been in close contact with a symptomatic pupil (eg caring for them while waiting to be collected or taking them for a test in a boarding setting), even if they wear PPE they may still need to self-isolate. The guidance provides that the member of staff will need to self-isolate if:

- 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).

The exceptions for close contacts of school cases isolating is where lateral flow testing is used (with consent) and the serial test return negative.

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

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

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

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must

send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:

- o face-to-face contact including being coughed on or having a face-to-face conversation within one metre
- o skin-to-skin physical contact for any length of time
- o been within one metre for one 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

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-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 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

The school can limit the number of those isolating by using serial lateral flow testing if available.

- **Contain any outbreak by following local health protection team advice**

If the School has two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may have an outbreak, and must continue to work with the local health protection team who will be able to advise if additional action is required.

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

In consultation with the local Director of Public Health, where an outbreak in 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.

6. School Workforce

We expect that staff who need to will attend school.

All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission in line with the provisions as set out above.

Staff who are clinically extremely vulnerable

[Advice](#) for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October 2020. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. From January 2021 the advice states the clinically extremely vulnerable staff should not attend work in Tier 4.

All other staff can continue to attend school at all Local COVID Alert levels.

In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.

[Further guidance](#) to the clinically extremely vulnerable is available.

To view the latest government guidance please look [here](#)

Staff who are clinically vulnerable

Clinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.

This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5 of the 'Prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Staff who are pregnant

Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. We will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).

The Royal College of Obstetrics and Gynaecology (RCOG) has published [occupational health advice for employers and pregnant women](#). This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.

From January 2021 new guidance has been released for pregnant staff here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

The school will endeavour to follow the above guidance.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#), which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in September as long as the system of controls set out in this guidance are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

7. Contingency plans for outbreaks and Remote Education Support

If we have a national or local lockdown and/or an enforced closure we will implement the same remote learning programme that we delivered during the previous lockdown.

8. Well-being

Safety and well-being for pupils

At the start of term, the new procedures in school will be explained to all pupils. This will be reiterated throughout the term. We expect our pupils to adhere to these procedures to help us ensure the safety of all pupils and staff. We anticipate that, for some, these changes may be challenging and some pupils may be anxious. The school counsellors will be available to help any pupil who is struggling. In addition, a further 16 pastoral year leaders, house parents and nurses will be trained in Mental Health awareness before the start of term. Good behaviour and the kindness of pupils towards each other is of particular importance at this time

At Boundary Oak we have a very strong ethos of understanding and support of the emotional wellbeing of pupils and with this in mind, these additional principles will need to drive the design of our wider opening plan:

- Ensure that returning children feel emotionally and physically safe at school through the use of our positive implementation of new requirements; use of positive language “We can’t do that at the moment but let’s see what we can do...”
- Ensure only essential minimal changes take place in classrooms and wider school including class layouts, resources, markings.
- Ensure enough time and resources are given to the social and emotional aspects of the curriculum and allow children to express themselves in a safe environment.
- Ensure a mechanism is in place to offer effective 1:1 pastoral support if needed.
- Ensure those not attending due to shielding or illness have similar opportunities where possible through access to remote or supported learning.

Safety and well-being for staff

- Ensure clear mechanisms and opportunities for staff to discuss the situation and raise suggestions or concerns.
- Ensure effective risk assessments are completed and ensure staff are comfortable/understand the measures in place.
- Ensure clear expectations and systems are in place to support social distancing (where possible) and keeping themselves and each other safe.
- Ensure visitors are fully briefed and comply with arrangements

At the start of term, the new procedures in school will be explained to all pupils. This will be reiterated throughout the term. We expect our pupils to adhere to these procedures to help us ensure the safety of all pupils and staff. We anticipate that, for some, these changes may be challenging and some pupils may be anxious. The school counsellor will be available to help any pupil who is struggling. In addition, the pastoral team, house parents and school nurse will be on hand throughout the day to speak to children who are worried. Good behaviour and the kindness of pupils towards each other is of particular importance at this time.

9. Local Lockdowns:

In areas where local lockdowns or restrictions are in place (currently defined as Tier 2 and above), face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors, as well as when using school transport.

In the event of new local restrictions being imposed, the School will communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.

Exemptions

Some individuals are exempt from wearing [face coverings](#). This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability

- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.

It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the School has a small contingency supply available to meet such needs.

No-one will be excluded from education on the grounds that they are not wearing a face covering.

Tiers of restrictions in local lockdowns:

For the latest number of tiers and their respective restrictions please look here:

<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>