

**Plaistow and Kirdford Primary School**  
**Wider School Re-opening**  
**Drafted February 2021 for 8<sup>th</sup> March 2021**  
**Implementation**



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## Introduction

On 22<sup>nd</sup> February 2021 The Prime Minister announced that schools would reopen fully on Monday 8<sup>th</sup> March following a period of partial closure and remote learning. This plan references guidance issued by The Department for Education and builds on previous steps and measures taken to make school as safe as possible.

The Department for Education guidance can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

For our staff team, it sets out as far as possible operational routines and procedures that will be in place for our reopening until the current guidance from The Department of Education and Public Health England are updated. The procedures put in place will help our staff team to ensure that school is as safe as can be.

Additionally, it is a reference guide for parents and families setting out what everyone needs to do in order to keep school safe. It sets out the role parents have at drop off and pick up, highlights the need for their availability during the school day and explains how different school will be in contrast to pre-lockdown learning.

In contrast to our phased re-opening in June, the wider school opening will increase the number of adults needing to access school considerably. It is essential that all parents and carers read the plan and support school in its implementation. This is a plan for our whole community; without the support from our community it becomes difficult to implement and tricky to maintain.

The plan is a fluid document and will be subject to change as new routines and procedures are evaluated and adapted so that school can continue to operate. It intends to supplement our existing policies. It reflects The Department of Education's guidance at the time of writing. Any evaluation of our school setting or change in guidance may result in school having to alter our reopening plan. We reserve the right to close school if governors and school leaders believe it to be unsafe to stay open. We will communicate out any changes as soon as we can.

## Rationale

On 22<sup>nd</sup> February 2021 The Prime Minister announced that schools would reopen fully on Monday 8<sup>th</sup> March following a period of partial closure and remote learning. This plan references guidance issued by The Department for Education and builds on previous steps and measures taken to make school as safe as possible.

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This document has been written with the DfE guidance as its foundation and running throughout its core. As stated in our earlier phased re-opening plan: *It is important to note that no one at Plaistow and Kirdford is in a position of expertise in relation to coronavirus and all actions are taken with the DfE guidance in mind. While this document sets out our plan to mitigate risks associated with Covid-19, we cannot guarantee that all risk is eliminated.*

There is a concern among stakeholders that school must be safe for staff and children in order to reopen and it is the aim of this plan to mitigate those concerns and risks so that it is safe to do so.

The “Schools coronavirus (COVID-19) operational guidance” published by DfE has enabled Plaistow and Kirdford to structure its approach to reopening for all children.

Whereas previous guidance has referred to “Protective Measures” the new operational guidance refers to “Systems of Control” that focus on two key areas: Prevention and Response to Infection.

### Prevention

It is essential that in our school we:

- Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- Ensure face coverings are used in recommended circumstances.
- Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Consider how to minimise contact across the site and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.
- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- Promote and engage in asymptomatic testing, where available.

Minimising contact with those who display [coronavirus symptoms](#) is absolutely vital in limiting any infection at school and relies on the good faith of families within our community that they will follow government guidance on social distancing and isolation at all times and especially in the event of someone in their household displaying coronavirus type symptoms. Parents sending their children to school need to be aware that they will be asked to collect their children as soon as possible if their child demonstrates what staff believe to be coronavirus type symptoms.

Children and staff must remain at home and isolate if someone in their household, [support bubble](#) or [childcare bubble](#) begins to display coronavirus symptoms.

**Children should not come to school if they have [coronavirus symptoms](#).** If parents or carers are in any doubt they should contact NHS 111 or their GP as soon as possible. School is not able to offer any opinion on whether or not a child may or may not have coronavirus and will advise for families to self-isolate until confirmation from a trained medical professional has been sought.

Parents and carers should arrange for a test to take place as soon as possible. If the test is positive then close contacts will be required to isolate for 10 days as directed by Public Health England. If the test is negative, close contacts can return to school/work and the ill child can return to school once they are well enough,

Prior to the updated guidance, we had already determined that face masks should be used by adults in all communal areas and where social distancing cannot be maintained. Visitors and contractors are expected to wear face masks. Parents will be required to wear face masks at pick up and drop off in addition to any other times they may need to come on to the school site.

**Children in primary schools are not required to wear face masks.**

Cleaning hands and ensuring “good respiratory hygiene” are cultural aspects of school life that had already been introduced, heavily promoted and taught over the past year. These will continue to be promoted and enforced moving forward.

We have “enhanced” our cleaning regimen since the start of the academic year. Our whole staff team have been and continue to be invested in ensuring our school stays infection free. This involves all staff taking a responsibility for extra cleaning during the day including areas of higher traffic and frequently touched areas. Additionally, we have employed additional cleaning team members so that there is more frequent cleaning during the school day.

As with our pre-existing safeguarding practice, we as a school have a statutory obligation to share information with agencies when it comes to keep children safe. This multi-agency cooperation would be extended to include any work necessary with NHS Test and Trace as well as Local Authority services.

Similar to previous documentation the new guidance states, ***“Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19).”***

Families will have heard the phrase “bubbles” used to describe groups of children that are kept as separate as possible.

We will continue to work in bubbles, however, the number of children in each bubble will be expanded to include all children in a year group. As per the guidance, we will ensure that any bubbles remain as consistent as possible, however, there will be instances where children will be part of two or three bubbles e.g. a child may be part of a year group bubble, a bus bubble and a wraparound care bubble.

It is important to note that the guidance states: ***“Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group”*** and that distancing between staff and children ***“will not be possible for the youngest children, and some children and young people with complex needs. It may also not be feasible where space does not allow. Doing this where you can, even some of the time, will help.”***

Guidance goes on to state ***“You should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face-to-face or side on. It might also include moving unnecessary furniture out of the classroom to make more space.”***

At Plaistow and Kirdford we will continue to promote social distancing amongst children, however, it is expected that children will come into closer contact with one another particularly our youngest children.

All adults expected and required to engage with social distancing measures. **Where possible staff and adults on site should remain 2m from each other.** This includes parents and carers at drop off and pick up times. **Staff will work to remain 2m from the children they are working with but this is not always possible.** It is impossible for school to guarantee that social distancing will eliminate risk.

Since reopening in September, we have worked to ensure that school is as well ventilated as possible. Windows and external doors should be open in every occupied classroom and external doors leading on to the playground will also be kept open in order to keep air flowing around school. We have had works carried out so that fire doors can remain open without needing to be “propped open”; these will close automatically in the event of a fire alarm sounding.

Children may wear coats/extra jumpers/layers/hats etc. in the event of cold weather. If we experience very cold weather then external doors may be closed so long as internal doors remain open.

School has an adequate provision of PPE. The “Schools Operational Guidance” document guidance links to a related guidance document: “Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)”

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

This guidance states: “**Most staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.**”

PPE will only be required when responding to first aid, intimate care, a suspected case of Coronavirus or confirmed case of coronavirus or when necessary to carry out routine duties.

### **Asymptomatic Testing for staff**

All staff and regular visitors at Plaistow and Kirdford have regular access to Lateral Flow Tests for Covid-19. These tests provide a rapid result and help us identify cases of Covid-19 that may present without symptoms. All staff are encouraged to take part in the lateral flow testing. Where staff do take lateral flow tests, they are obliged to log their test result with NHS test and trace.

In the event of a positive result using a lateral flow test, staff members should:

- immediately self-isolate along with their household
- inform school
- inform NHS Test and Trace
- Book a PCR test

School will then liaise with The Department for Education Coronavirus help line and local authority and inform any families and staff team members if they also need to self-isolate.

Lateral flow tests are self-administered at home. Children in primary schools will not be given lateral flow tests by school to be administered at home.

Guidance is being released regarding lateral flow home test kits for families with children attending primary school. These will not be administered by school. School will share information with families as it becomes available.

### **Response to any infection**

At school there are three key areas we will focus on in order to prevent the spread of any confirmed infection:

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

Staff members, parents and carers will need to [book a test](#) if they or their child has coronavirus symptoms (high temperature, a new continuous cough, loss of taste and smell).

They will also need isolate and not come to school if they develop symptoms or have been a close contact with someone who has tested positive – they will be directed to [self-isolate](#) for ten days.

Parents should contact first report the test result as directed and then alert school to a positive test result by emailing [covid19@plaistowkirdford.com](mailto:covid19@plaistowkirdford.com)

In the event of a confirmed case school will contact The DfE helpline on 0800 046 8687 selecting option 1 and engage with NHS track and trace.

Additionally we will liaise with the local public health via -  
[ESWelfareGroup@westsussex.gov.uk](mailto:ESWelfareGroup@westsussex.gov.uk) and [ICC.SurreySussex@phe.gov.uk](mailto:ICC.SurreySussex@phe.gov.uk)

For staff, a flow chart indicating specific actions school should take in liaising with the Local Authority can be found at within the Staff Section of the school website.

If we have a confirmed case at school it is likely that all children in their bubble (or possibly bubbles) will need to self-isolate. This is explained in the fictional scenario here:

Larry is in a class where a classmate, John tests positive for coronavirus.

John has had contact with his classmates for 48hours prior to his positive result.

The school is told to direct families that all of John's classmates are to self-isolate for ten days (*this can vary depending on when the test was done/when symptoms presented*).

Larry must self-isolate as a precaution – however his younger brothers and sisters can still come to school and his parents can still go to work; **they do not need to self-isolate unless Larry develops symptoms. In which case, the household needs to self-isolate and a PCR test is booked.**

**It is essential that all families and staff attending Plaistow and Kirdford adhere to guidance set out in this document and support us in its implementation if we are to be successful in keeping our community safe.**

At Plaistow and Kirdford we have a duty of care for the safety of our staff and children. We expect that parents who come to school will uphold the principles of this document and follow the rules set out within it. Parents and carers who do not follow the rules within the plan will be asked to leave the school site.

We ask that parents spend time with their children discussing the contents of the plan and ensure that they have a good understanding of what is expected of them prior to their return.

If a child is unable to follow the rules set out in this guidance and school believes that they may be putting others at risk with their behaviour, we will make urgent contact with parents and carers so that appropriate support and actions can be put in place.

There are additional changes to our school routine and operation that will also need to be made in order to mitigate risk outlined in each section of our Wider School Re-opening document.





## General School Setting Information

An underlying theme throughout the The DfE Guidance revolves around measures of control. One measure is that: ***“Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.”***

This means in addition to keeping Year Groups in bubbles, we will be doing our best to limit staff movement between groups indoors where possible and work to ensure that staff do not come into contact with people who are not essential to the running of our school.

These measures include:

**Parents only having access to school via the front office and only for urgent/emergency issues.** *Any contact or meetings must be carried out over the phone or where a parent needs to speak with their child’s class teacher a face to face appointment can be arranged to take place via Googlemeet on our Google Classroom platform. **Parents will not be permitted in to classrooms.** Parents will only be allowed into school to support their child in the event of a first aid or illness related issue.*

We will not be able to provide access to parents to use the toilet facilities.

One key element that has remained is that ***“All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable”*** and ***“Supply teachers, peripatetic teachers and/or other temporary staff can move between schools”***.

In light of this, we will now be able to run peripatetic sessions as needed and our PE with Brighton and Hove for Key Stage Two. We will still work to limit the movement of staff within the school building. However, logistically, different staff will need to support children at lunchtimes, play times and at various other points during the day. Where possible this change in supervision will be outside where the risk of transmission is reduced.

Forest School Provision will still be available for Reception and Key Stages One and Two. We have modified our staffing so that we are able to facilitate these sessions for Spring term without the need for additional volunteers. As a school, we really value our volunteers and we hope that our community understands and supports our aim to minimise the number of potential contacts we have in school.

Year Groups bubbles will be based either in their classroom or outside for learning.

School will only be open from 8.45am until 3.30pm **Monday to Friday**. Now that guidance allows for peripatetic teachers to move between groups, our teachers’ Planning, Preparation and Assessment time will be covered by Mrs Morris, Mrs Jesse or Brighton and Hove.

However, in order to facilitate a reduction in contacts the following measures will be put in place:

- Drop off and pick up times will be staggered to limit the amount of adult to adult contact taking place.
- Classrooms will be adapted to allow for social distancing where possible.
- Play times and lunch times will be phased.

- Assemblies in the hall will not take place.
- Our curriculum will be adapted – we will be working to spend as much time outside as possible.
- Our wraparound care will resume from March 8th.
- Staff meetings will take place remotely

We are aware that children will have grown and that securing new uniform may not have been possible. When it comes to uniform, the most important thing is that children come to school smart and ready to learn – if you are in any doubt please contact us. Trainers remain the preferred option for footwear. Children will come to school in PE kit and Forest School clothes on the days that they have these lessons.

## Hygiene Measures

In addition to maintaining our “bubbles” and social distancing where possible, two other control measures we have in place are handwashing and ensuring good respiratory hygiene.

There will be an enhanced hand cleaning routine. Children are expected to wash their hands upon entering and exiting the classroom. They will also be required to wash their hands before and after any handling of shared equipment. Each classroom has access to at least one sink in their classroom and hand sanitiser. We have installed additional handwashing stations outside Year Two, Year Three and Year Four. There are additional hand sanitisers stationed at the entrance to the staffroom, stock cupboard and the entrance and exit of the school hall. Children will receive routine instruction and modelling in effective handwashing.

All staff, visitors and children will be required to either use hand sanitiser wash their hands upon entering the school building.

We have regularly taught “Catch it, bin it, kill it” at Plaistow and Kirdford. This will continue throughout the next academic year. Every classroom has a supply of tissues and a lidded bin in which to put them. Bins are checked throughout the day and emptied if necessary.

## PPE

The [Safe working in education, childcare and children's social care settings including the use of personal protective equipment](#) continues to state that: ***“Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.”***

It goes on to state that additional PPE is only needed in ***“a very limited number of scenarios”***

- if an individual child, young person or student becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained
- when performing [aerosol generating procedures \(AGPs\)](#)

The updated Operational Guidance states: ***“In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.”***

**Staff will wear masks in all communal areas and when close (less than 2m) to other adults outside.**

The guidance has reiterated that: ***“Children in primary school do not need to wear a face covering.”*** If parents and carers choose that they would prefer for their child to wear a mask to school they should ensure that they know how to put it on and remove it. Children should remove their face mask when they enter the school and place it in a re-sealable plastic bag ready to put on at home time. Staff will not be able to assist children with putting on or taking masks off.

Additional PPE will be available for:

**Cleaning** – gloves will be provided for staff using cleaning materials.

**First aid** – The usual provision of gloves will be available for responding to usual first aid and illness concerns. Aprons and facemasks are also available.

**Intimate care** – Where direct intervention is necessary by a member of staff they should wear gloves, apron and face mask. Guidance states: *children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.*

**Guidance states that additional Covid-19 related PPE will be available if:** *a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a*

*disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.*

**We have a stock of aprons, gloves, masks and eye protection.**

## Classrooms and learning

### In classrooms Year One to Six:

- All surfaces should be clear including sink areas, tray table tops, teacher desks. Any unused equipment and resources should be cleared away into cupboards.
- Desks should be set out in rows with space in between each row. Only enough chairs for the children in the classroom should be in place. In Year One and Two the classroom seating arrangements should be organised so that tables face the front where possible, however the arrangement should not impact on the learning of the children. The class teacher should set the furniture out in class so that best learning can take place.
- Desks should be arranged in such a way as to allow access to and distancing around the classroom sink.
- Each child will be able to store their books, stationery and frequently used equipment in their tray which is stored beneath their desk. Equipment should remain in this tray when not in use. Children should keep their water bottle on their desk.
- Where possible children should keep their coats on the back of their chairs so as to avoid crowding of people and equipment in the cloakrooms.
- **Children only need to bring their reading book, homework book, lunch box and coat to school. Children should not be bringing over-sized bags/rucksacks to school. Their bag should be able to fit comfortably underneath their chair.** Children in Key Stage One should continue to bring their book bag to school.
- Children will be expected to be in school uniform, however ties should not be worn. Children should wear trainers each day. ***It is essential that parents check that their child is not bringing in any toys or blankets from home.***
- Group work should be avoided indoors. Children may discuss their work in pairs.
- Time on the carpet and shared areas should be avoided unless social distancing can be maintained between the staff and the children.
- Children should have their own very frequently used equipment such as pencils, pens, rulers, glue stick and whiteboard.
- Equipment such as multilink and numicon and games that stay within the classroom can be used and shared within the bubble. Children need to wash their hands before they use these resources.
- Equipment used for science, art, DT and so on should be cleaned before and after use or left unused for 48 hours (72 hours for plastics).
- Books can be collected in and marked. Where possible books should be left for 72 hours. Some work will need marking sooner. Teachers may choose to wear gloves; teachers should ensure that they follow strict hygiene procedures prior to and after marking: handwashing, avoiding touching face etc...
- Children should remain seated. Only one person should be moving around at a time. If a child is going to wash their hands they should proceed one at a time to the sink, wash their hands and then return to their seat. If they are waiting to go outside they should stand behind their chair and avoid touching anything.

- In each classroom there will be a container holding gloves, cloths, bin liners and cleaning spray. This should be kept out of reach of the children. Desks and surfaces will be cleaned routinely throughout the day. This will be done by staff members.
- Bins will be lined. Bins will be checked at lunch time and emptied if full. If a teacher or teaching assistant notices the bin becoming full in the meantime they should tie the bin bag up, remove it, place it next to the bin, reline the bin and then wash their hands. Gloves are available in each classroom.
- All entry and exit to the classroom should be via the external class door. The only time children should be moving through the school is to access the toilets or move to the hall for lunch.
- Everyone, staff and children should wash their hands before leaving a room.

All doors and windows should be kept open at all times to allow the flow of air. Staff will be encouraged to wear layers to stay warm in the event of colder weather. If the weather is particularly inclement then external doors may need to be closed. **If a door is marked as a fire door – as per Local Authority Guidance, “it is imperative that those doors designated as fire doors are not wedged open as they are installed for a particular reason.”** Our fire doors are kept open using an automated system – they will close automatically in the event of the fire alarm being sounded.

**Children should not be sent to retrieve items from elsewhere in school e.g. going to the office, collecting printing from the photocopier.**

**In our reception classroom:**

We will make our best endeavours to ensure children are socially distant from one another. ***However, despite our efforts we recognise that social distancing between the children in their groups is unlikely to be maintained.*** Staff will do their best to maintain a social distance from the children.

This will be achieved through strategic placing of tables and chairs within the room.

The toys and resources that Reception will be able to use will be limited in line with DfE guidance.

Toys and resources will be regularly cleaned.

***It is essential that parents check that their child is not bringing in any toys or blankets from home.***

Children will wash their hands between activities.

The guidance states that: *when play equipment is used, ensure it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.* We will not be able to guarantee that equipment will be cleaned between use by children within each group.

Cloakrooms will be used for reception children. Each child will have a clearly marked cloakroom space that is as far away from their peers as possible.



Children will be expected to be in school uniform, however we recognise that flexibility will be needed as some children will have grown and not have been able to obtain new uniform.

- Grey trousers or shorts, grey skirt or summer dress which can be worn in the summer term and first half of the autumn term
- White polo shirt (the button shirt/blouse remains optional but we would prefer to avoid them due to buttons)
- Royal Blue sweatshirt/fleece
- Grey or black socks or grey tights (white socks can be worn with summer dresses)
- **No ties should be worn**
- **Trainers should be worn instead of school shoes (this will minimise the need for changing and movement to pegs) these will also be the trainers children use for PE.**

On the day that children have PE or Forest School we are asking that children come to school in their PE Kits or Forest School Clothes. This will enable us to keep cloakroom areas clear and minimise movement around school.

PE Kits should consist of: black or blue shorts and a white T-Shirt. Children may still wear their school sweatshirt. In colder weather, children may wear jogging bottoms with their white t-shirt and school sweat shirt.

**It is essential that children do not come to school wearing jewellery that they cannot remove unaided. Children are permitted to wear plain, flat ear studs (these must be covered or removed for PE lessons) and simple watches. NO OTHER JEWELLERY should be worn to school. Nail varnish should not be worn and temporary tattoos should remain “hidden”.**

**Hair bands should be worn to keep hair back and out of children’s faces. Children should not wear distracting hair bands and hair should be a natural colour.**

## Toilets

Children's toilets:

Each bubble has been allocated a toilet for use during the phased reopening. Some of these toilets have been "repurposed" from being single gender to mixed gender facilities.

<b>Class</b>	<b>Toilet Location</b>
Reception	Toilets located in the pavilion. Sinks inside toilet areas.
Year One	Toilets located in classroom. Sinks located just outside toilet areas.
Year Two	Toilets located in classroom. Sinks located in toilet areas
Year Three	Shared toilets with Year Four. Year Three are to use the two toilets and sinks closest to their classroom.
Year Four	Shared toilets with Year Three. Year Four are to use the two toilets and sinks closest to their classroom.
Year Five	The toilets previously designated as "the girls toilet" will now be unisex. Sinks in toilet
Year Six	Boys to use the "boys" toilet. Sinks in toilet. Girls to use the Disabled Toilet. Sinks in toilet.

The following information relates to all toilets – including staff toilets:

- All doors leading in to toilet areas should be kept open – this minimises touch points going in and out of the toilets.
- Toilet lights should be left on.
- Every person using a toilet should wash their hands prior to use.
- Hands should be washed after using the toilet.
- It is essential that children must only use the toilet allocated for their group. Children in Reception and Year One should be encouraged to use the toilet regularly to avoid "emergency" visits.
- Bins will need to be monitored throughout the day and emptied when necessary. Bins should be lined with a bin liner. When emptying the bin, gloves should be worn.

## Hall

The hall will be out of use during school time, with the exception of lunchtime.

Where possible, in better weather, children will have their lunch outside. Children who are eligible for a Free School Meal or Universal Infant Free School Meal (Reception, Year One and Year Two) are able to have a hot school meal if preferred.

Given the increase in the number of children in the hall and that they are not required to social distance within their bubble, children within a bubble will not be required to line up 2m apart from each other. In the hall, we will place markers at 1m to encourage social distancing while queuing.

Children will remain a safe distance from the Chartwells server. They will indicate what they want to eat, the meal will be taken to the table for them.

Tables and benches should be cleaned prior to and after use each time. There is no need for any cleaning materials in addition to what is usually used.

Children will exit the hall via the fire exit, through the Year 1 outside area, helping to maintain the one way system in place in school.

The PPA room may be used by staff. They should ensure that they have cleaned any surfaces and equipment they intend to use prior to use.

## Office

The office is, in effect, its own “bubble”. Staff and children should not enter the office unless in an emergency. Staff who are not based in the office should not be using the computers/desks or phones unless there is no alternative.

Office staff are able to space themselves out using social distancing while in the office.

Keyboards and equipment should be wiped down prior to use using cleaning wipes.

The office hatch must remain closed at all times.

Any deliveries to the office within school should be placed in the tray outside the office on the console table. All registers will be taken electronically. No children/staff will be required to move through the building.

Visitors to the office will be directed to remain at social distancing markers.

Deliveries from outside the school building will be left outside the office under the canopy except food deliveries for Chartwells which will be made directly to the school kitchen.

The office will not accept cash payments or cheques. All payments will need to be made using our payment partner (currently School Gateway and ParentPay). It will soon be possible for some transactions to be carried out using our contactless payment system in school.

## Contacting School

If you need to pick up a child early it is essential that we know in advance. Please email the school via the [office@plaistowkirdford.com](mailto:office@plaistowkirdford.com) address the day before.

It is essential that we know who is picking your child up if this is different to who would normally pick them up. This person must be someone from your household bubble (see the Pick Up section of this plan.

It will place an enormous strain on our team if we are getting late notice of these changes.

The school can be contacted through:

[office@plaistowkirdford.com](mailto:office@plaistowkirdford.com)

By phone: 01403 871 275 or 01403 871470

Or via the webform on our website:

<https://www.plaistowandkirdford.org/contact-1>

It is essential that you keep us up to date with regards to parent and carer contacts.

It is also assumed that if your child is in school that school will be able to contact a parent or carer via the contact details provided throughout the day.

## Visitors

Visitors will not be permitted in to school without prior notice. Visitors will be limited to those who are essential for the operation of school or those that support the learning, safety or well-being of our children. The only exception will be those who need to collect a child in an emergency.

Contractors and visitors will be asked to wear a face mask if they are working in proximity with staff or children. This may vary depending on the work they are doing – in some cases wearing a mask may mean they cannot work effectively.

Anyone who needs access into school will be directed to the toilets to wash their hands immediately upon entering the building.

## Staffroom

It is essential that staff have some space on site to eat their lunch, have a drink and some respite throughout the day.

All staff should wash their hands prior to entering the staff room as they will have left their classrooms. If it is unoccupied, the sink in the first aid room is the closest handwashing facility. Staff should use the hand sanitiser before entering the staffroom.

Keyboards and equipment should be wiped down prior to use using cleaning wipes.

The staggering of play and lunch times means that the staff room is unlikely to be overcrowded and social distancing maintained.

Staff should avoid congregating around the work surface and sink so that people may flow more easily in and out of the room.

Chairs will be removed from the staff room to enable social distancing.

Outside space, with tables, will be made available for staff outside the school hall and along the front of school on the lawn.

Any crockery and cutlery used must be placed in the dishwasher – not the sink.

Staff will be welcome to bring their own mug and crockery to school.

## Playtimes and Lunchtimes

DfE guidance states that: ***“Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).”***

To that end, playtimes and lunch times will continue to be staggered. We are able to have two class bubbles in the hall in separate zones and another bubble in the Marquee. While these children are having their lunch three other bubbles will be playing in separate sections of the playground. Bubbles should not come in to contact with each other. Children swap half way through the lunch hour.

Playtimes will be staggered in the morning and afternoon.

**Reception: Will organise their own play time depending on the child initiated learning going on in class.**

**Years One, Two and Four: 10.20**

**Years Three, Five and Six: 10.40**

Each year group will have a zoned “third” of the playground. Groups will rotate through the zones so that each group gets to use the gym equipment and football pitch.

At playtimes, children will need to be encouraged in socially distant play; this means they may not be able to play as they normally would – football will be able to be played but physical contact will not be allowed. Guidance states that: ***“Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.”***

Each Year Group will also have playground resources that could be used so that children have something to do at playtime. Children must wash their hands before going out to use the playground equipment and resources. Playground resources must stay with “their” bubble. Equipment will not need to be cleaned between individual use within the bubble but must be cleaned if another bubble intends to use it.

### Lunchtime

Children will continue to have the option of either a hot school meal (provided free to children in Reception and Key Stage One and Key Stage Two children who are entitled to a free school meal). If children prefer, they may bring a packed lunch.

11.45 Reception will be sitting down to have their lunch.

12.15 Year One and Two in the hall and Year Six in the marquee

12.45 Year Three and Four in the hall and Year Five in the marquee.

Children will be lead to the hall by their class teacher.

In the hall children will be supervised by Mr King and our Midday Meals Supervisors: Mrs Smith and Mrs Morgan. Outside children will be supervised by our Teaching Assistants.



Because of staffing limitations, the staff supervising outside may not be the staff normally linked to the bubbles. However, because the bubbles and children are outside the risk of transmission is reduced.

Children will exit the lunch hall via the fire exit. Children should not be moving through school.

At lunch play the playground will be zoned in to two areas. Groups may alternate zones on a daily basis.

### **Afternoon play**

Afternoon play can be coordinated between groups, providing zoning is maintained.

## Snacks at playtime

The DfE has confirmed that the Fruit scheme for Reception, Year 1 and Year 2 will be running. The fruit on offer can vary and is not always to every child's taste – all children are welcome to bring a snack to school.

This snack should be something that will help “keep the children going” but avoid being a sweet/treat.

### Items that should not be packed as a morning snack:

- Sweets
- Cake
- Crisps
- Biscuits
- Fruit Winders / similar
- **Any product containing nuts is not permitted at school**

## First Aid

First Aid issues should be dealt with outside in the open air as much as possible either on the playground or just outside the classroom. ***The first aid room should only be used if there is no alternative – to aid ventilation in the room, the door should remain open when in use.***

Where possible, first aid should be self-administered under supervision and direction – most children are capable, if given a wipe, of cleaning a cut and putting a plaster on. ***Where possible avoid moving down to face level with the child.***

PPE Guidance says that no additional PPE is necessary than usual to treat first aid. In the case of Plaistow and Kirdford School this is usually only gloves.

If first aid needs to be administered directly – gloves and a face mask should be used. Each class will be given a first aid kit containing gloves, wipes, plasters and masks. The member of staff using the kit should replenish any used items as soon as possible from the central store in the first aid room.

If a child is vomiting or bleeding profusely aprons are also available for use.

Regardless of what PPE is used to administer first aid, strict hand washing routines should remain in place. Hands should be washed as soon as possible after responding to a first aid incident.

### **If a child or member of staff begins to demonstrate Covid-19 symptoms:**

The child or staff member should be moved into isolation. If possible, this should be outside in the open air. A blue bench near the five bar gate on the playground will be available.

The office should be notified and parents contacted to come and collect their child urgently.

Any supervising member of staff should maintain a 2m distance from the unwell adult or child.

Guidance states: **The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is as follows:**

- a face mask should be worn if a distance of 2 metres cannot be maintained
- if contact is necessary, then gloves, an apron and a face mask should be worn
- if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

### **Face masks must:**

- cover both nose and mouth
- not be allowed to dangle around the neck

- **not be touched once put on, except when carefully removed before disposal**
- **be changed when they become moist or damaged**
- **be worn once and then discarded - hands must be cleaned after disposal**

When dealing with any child we would seek to be reassuring.

We would ask the children to move to a space for isolation.

We would ask the other member of staff with the group to notify the office.

We would obtain a face mask and gloves. Eye protection and aprons would only be used if necessary.

The staff member would remain close by and supervise the child, giving reassurance.

**All medical waste should be placed in the yellow bin in the first aid room.**

## Drop off

**We actively encourage all parents to make arrangements to drop their children directly at school.** Guidance indicates that our coaches fall within the “dedicated transport category” and as such social distancing is not necessary. However, more than one bubble will be mixing together on the coach. When on the bus children will follow the direction of the bus company who will have their own set of risk assessments and guidance to follow.

Children using the buses can be expected to use hand sanitiser when getting on, be asked to sit by themselves and possibly sit in a designated area.

For those families that intend to drop their child off directly to school:

We ask that where possible one parent/carer drops off.

A member of school’s senior leadership team will be outside school for drop off – they will not be able to open car doors.

To ensure that we limit as much as possible the number of adults on the school site we are asking that parents drop their children off during specific “windows” of time.

DfE Guidance states: Schools should “**Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave.**”

If you have more than one child attending we ask that all children are dropped off during the eldest child’s “drop off window”. **Additional children must be closely supervised and will be required to stay close to their parent at all times.**

We are requesting that parents ensure that sun cream has been applied before school (and is not brought into school) and that children come to school with suitable protection against hot or wet weather.

All children will access their classrooms via the external classroom doors. Children should wait on the “footprints” until they are called in to wash their hands.

### Years Three to Six

Children in Years Three to Six should be dropped off at the front of school and say good bye to parents at the start of the path way. They will follow the path around to the playground. They should use the social distancing markers on the path to keep a safe distance from those around them. **Please note we cannot guarantee that children entering the school will be able to maintain social distancing from other families and children.**

### Year Two

Where possible we ask that Year Two children follow the same procedures as Years Three to Six. We recognise though that some may need to be escorted in by a parent. Parents should follow their way along the path using social distancing markers. On the playground, parents and their children should observe social distancing from other families and make their way to the Year Two classroom. **Please note we cannot guarantee that all families entering the school will be able to maintain social distancing from your family.** Once

your child is in the classroom, parents and carers should exit school via the exit gate and the path through the staff car park as soon as possible.

### **Reception and Year One**

We do not expect Reception and Year One children to be able to make their way on to the school site unaccompanied. They can be escorted by a parent to either The Pavilion Gate or Year One Outside area gate where they will be met by a member of staff.

#### **For all children:**

Outside each classroom will be a social distancing marker. We ask that all children wait on one until they are called in by their class teacher to wash their hands. When the space in front becomes empty they may move forward. This enables us to make sure all children wash their hands upon entry and avoids children crowding around sinks.

*Normally we would assist parents where children are reluctant to move away from their parents. Given the social distancing measures we are unable to do this. If your child is upset and reluctant to move away from you we would ask that you move away from others and try again, possibly at a later point in the day.*

#### **For all parents dropping off:**

**Parents will not be allowed to enter the school building or cloakrooms. Parents are expected to observe social distancing from the classroom doors at all times.**

**We ask that parents exit the school grounds as soon as possible.**

***All parents should exit via the new exit gate and along the path marked out in the car park. This maintains a one way system of traffic through the school.***

**Arrival Windows:**

Year Five and Six	8.45 – 8.55am
Year Three and Four	8.55 – 9.05am
Year One and Two	9.05 – 9.15am
Reception	9.10 – 9.20am

**Children arriving by bus** will be directed by a member of staff on to the school grounds. They will be reminded to follow social distancing expectations. **Please note we cannot guarantee that children entering the school will be able to maintain social distancing from your family.**

Children arriving by bus must remain seated on the bus until they are directed by a member of staff to exit the bus.

Families with more than one child should arrive during their earliest drop off window.

**Children must arrive on time with everything they need for the day.**

There may be occasions when a child needs to arrive at a different time. They should report to the front office; they will then be escorted to their classroom by a member of staff.

**All parents/carers who enter the school grounds are requested to wear a face covering, unless they are exempt on medical grounds.**

## Pick up

**Please notify the office if someone other than a parent/carer is collecting your child e.g. childminder/nanny/family member and confirming that they are part of your household bubble. This will ensure that we are able to comply fully with NHS Track and Trace.**

Like drop off, pick up will be staggered to prevent a build-up of parents queuing to access school. Similar to drop off, we would ask that only one parent picks up.

During their pick up window children will be standing and waiting on the playground in their class bubbles. If they have an older sibling in school, they should be collected during the older sibling's "pick up window".

Parents will make their way along the path into school observing the social distance markers.

As a parent enters the playground, the class teacher will call the relevant child's name and they will make their way over to their parent.

Parents and children should then make their way as quickly as possible off the school site via the path marked in the carpark.

It is essential that parents continue to observe social distancing on their way back to their cars and avoid congregating with other families. This will help maintain safety for all children and adults.

**All parents/carers should maintain a social distance of 2m at all times from other families. Where this isn't not being adhered to, staff will remind families of the expectation.**

**Parents/carers who arrive early outside of their pick up window and queue will be directed out of school and to the back of the queue so as not to hold the other waiting parents and children back.**



**Pick up Windows**

Reception	2.50 – 3.00pm
Year One and Two	3.00 – 3.10 pm
Year Three and Four	3.10 – 3.20 pm
Year Five and Six	3.20 – 3.30 pm

**In order for us to be successful, we rely on parents being on time to pick up their children.** We will not be able to observe social distancing for our children on the buses if parents and children are still on site.

Children who are taking the bus home will wait on the mini-football pitch. They will then be escorted, using social distancing, to their bus.

We would remind families waiting to collect their child from the buses that they too should be observing social distancing at all times.

**All parents/carers who enter the school grounds are requested to wear a face covering, unless they are exempt on medical grounds.**

## Curriculum, Teaching and Learning

We fully intend to continue to offer our full, broad and rich curriculum moving forwards. There are slight changes to some subjects and we will need to adapt some of our teaching methods and strategies to suit the new layouts in classrooms. The Schools Operational Guidance states: ***“For pupils in Key Stages 1 and 2, you are expected to prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. You should ensure your curriculum offer remains broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, music and the arts, physical education and sport, religious education and, at Key Stage 2, languages.”***

Forest School will still take place.

PE will still take place – for some classes this will be provided by Brighton and Hove Sports Coaches. We will avoid lessons and sports that bring children in to close contact with each other. Staff will be able to use equipment but it must be washed down if being used by another bubble or left for 72 hours before next use.

Specific music guidance has been issued – further guidance should be reviewed before music or drama activities are undertaken: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts> The Schools Operational Guidance states that where instruments are played or singing takes place: ***“If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limit the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation.”*** In this instance the school hall or marquee could be used providing surfaces are cleaned prior and after use. It goes on to say, ***“Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.”***

**Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting.**

Teaching styles will need to be adapted so that the majority of teaching takes place at the front of the classroom. While we cannot guarantee that children will be able to maintain social distancing from one another, school staff are expected to try to maintain a social distance from the children where possible. This will mean frequent reminders and reinforcements of expectations. We will aim to work outside as much as possible.

### **Classes of Years One to Six:**

1. All doors and windows should remain open at all times.
2. Blinds should not be pulled down at any point. They should remain up.
3. Upon entry to the classroom, children should wash their hands using soap and water.
4. Before leaving the classroom, children should wash their hands using soap and water.

5. Children are expected to remain in their seats at all times. If they need to move from their seat they are to put their hand up and ask the teacher/teaching assistant.
6. Teaching will be direct and be limited in terms of movement.
7. Teachers and teaching assistants may move around the classroom but will limit how close they move towards the children.
8. Teachers and teaching assistants can give support to children but where possible should do so over the shoulder and from behind the child.
9. Teachers and teaching assistants must not sit next to children in close proximity or move down to be on face level with the children.
10. Exercise books can be collected in and marked. Teachers may choose to wear gloves. Teachers should avoid touching their face while marking and should wash their hands immediately. Books should not be taken home to mark unless absolutely necessary (this judgement will be determined by the class teacher).
11. Working outside the classroom must be coordinated with other class groups. Class groups working outside must remain within a designated area. Children should do their best to maintain a social distance from one another while outside. Teachers and teaching assistants must not sit within two metres of a child while outside.
12. Each classroom will be provided with a waste bin near the sink and a recycling bin which will be positioned at a different location within the classroom.

Each class group will have a box of playground resources that can be used either for physical education or structured lunch time games. These must be cleaned at the end of the session. This will be done using a solution of warm soapy water.

Each child will have a tray under their desk containing their exercise books, reading book, homework book and frequently used equipment. If a child brings in a pencil case it should remain in school.

Children must bring in their own water bottle. They will be expected to take it home at the end of each day.

## Reception

The planning guidance indicates that children in reception should be learning in line with the Early Years Curriculum. **Children will be encouraged to keep a safe distance, however as guidance states: “younger children [primary aged] will not be able to maintain social distancing, and it is acceptable for them not to distance within their group”** It may not be possible for the staff to maintain a social distance around the children.

Staff will encourage social distancing at all times and will work to remain socially distant from the children where possible.

Staff will avoid moving down to be face to face level with children.

Children will still have indoor/outdoor learning.

Children will still have access to toys and resources. No soft toys, cushions or dressing up/role play equipment will be available.

Children will still have access to bikes and scooters. Bikes will not be washed/cleaned between individual use. They will be cleaned at the end of the day.

### Reading books

**Children will have access to the library. If a class uses the library, tables and seats will be wiped down. Children will be able to take a library book home as before. When they return the book it will be quarantined for a period of 72 hours before returning to the shelf.**

Children will still be given graded reading books in Key Stage One and Two where appropriate. These will not be changed as frequently as before.

Children will have access to books and book corners in classrooms.

When books are being changed children will be expected to deposit their book in a central box. Teachers/teaching assistants will place new reading books in children's trays to take home.

When hearing children read, teachers and teaching assistants will remain two metres from the child reading.

### Assemblies

Assembly is an opportunity for us to come together as school community. While we are not able to gather in the hall, we will still be able to join together using our Google Classroom for regular assemblies. They will continue to be based around themes and will be able to continue with our Student of The Week assemblies.

### Events

Parent consultations will go ahead in Spring term. These will be carried out via Google Meet (on Google Classroom), Zoom or via telephone. Further details will be follow separately.

Trips – at the moment we are having to postpone all trips. The DfE states: ***“We advise against all educational visits at this time. This advice will be kept under review.”*** We will continue to liaise with the local authority with regards to already organised school trips.

Community events cannot currently take place. We will advise families if this guidance changes.

## Attendance

### Children

***It is paramount for the safety of staff and children that the whole school community adheres to these rules.***

Attendance at school is compulsory for most school aged children from 8<sup>th</sup> March.

Before coming to school, parents should check the temperature of their child. If a parent or carer is in doubt as to whether their child is well enough to attend school **we ask that their child does not attend.**

If your child is not able to attend school, parents / carers are asked to either email the school office [office@plaistowkirdford.com](mailto:office@plaistowkirdford.com) or leave a message on the school absence line 01403 871275 **before 8.40am** if at all possible.

**Children absolutely must not come to school if they or a member of their household is displaying symptoms of Covid-19. In this instance, households should following self-isolation guidance.**

The symptoms we expect parents to monitor for are:

High temperature, new persistent cough, loss of smell/taste or flu like symptoms.

Information relating to symptoms can be found here:

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

**Children displaying symptoms will be sent home. Siblings will also be sent home.**

**Parents sending children to school must be able to make themselves available in the event of a child becoming unwell. School must be supplied with up to date contact numbers. Parents must ensure that they are contactable throughout the school day.**

**We will not be able to tell other parents why a child has been sent home unless directed to do so by Public Health.**

### **Medication**

There are many reasons why a child may require medication. We will continue to administer **prescribed oral** medication, providing the child is able to give themselves the medication under guidance.

We will not be able to apply skin creams or lotions.

We will not be able to administer ad-hoc medication as previously detailed in our Administering Medicines Policy.

**All children should be fit and well if they are to attend school. Parents and Carers should not be administering any medication before school and then sending children in without consulting school - this puts the whole school community at risk.**

Children who have been classified as Clinically Extremely Vulnerable should not attend school.

Guidance can be found here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#clinically-extremely-vulnerable-children-and-young-people-0-to-18>

### **Staff**

From March 8th most staff should be able to attend work providing they work to maintain social distancing. Guidance can be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

### **Clinically Extremely Vulnerable**

Current guidance states that children and staff who have been identified as being Clinically Extremely Vulnerable should continue to shield and remain at home. Staff members who are shielding should work from home. Children who are shielding should access remote learning. They will also receive additional pastoral support from school.

Staff and children who have family household members who are Clinically Extremely Vulnerable are still expected to attend school.

## **Cleaning**

**Day to day cleaning** will continue on a daily basis. Our cleaning team will focus on areas of high touch contact such as desks, surfaces, light switches and door handles etc.

Anyone cleaning will have access to gloves, aprons, eye protection and face masks. The use of this PPE is optional.

Guidance states that: *The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.*

Staff using PPE may wear their own face mask for cleaning if preferred.

**Non-cleaning staff must vacate the school building by 4.15pm in order for cleaning to be carried out.**

**Cleaning staff will arrive at 4.15pm.**

### **Toilets**

Toilets will be monitored throughout the day. Due to the control measures already in place and that only children from specific groups are using specific toilets, extra cleaning beyond the norm should not be necessary.

Toilet “etiquette” is routinely taught at primary schools – but regular reminders as to expectations should be reiterated at a much higher frequency.

### **Classrooms/teaching areas**

Each classroom in use will have additional cleaning materials and gloves. It is recommended that tables are regularly cleaned during the day. Children should place their belongings in their tray, turn themselves around while any cleaning solution is applied and then sit back down once cleaning has been completed.

Keyboards and equipment should be wiped down prior to use using cleaning wipes.

Taps and sink areas should be cleaned using warm soapy water after each significant use.

### **Laptops/lpads**

Laptops and lpads should be wiped down using disinfectant wipes before use. Children should wash hands after collecting their laptop. While they are washing their hands, staff should wipe the surfaces.

Laptops should be wiped down after use and before they are returned to the trolley.

### **Art Equipment**

Paint brushes, and pallets should be washed in warm soapy water. Staff should wash their hands before retrieving resources and distributing them. If children are washing art equipment, they should be monitored and warm soapy water must be used.

### **Playground Equipment**

Any equipment that has been used by another bubble should be washed down with warm soapy water after use by a group. Each class will have a large crate in which they wash equipment by submerging it in warm soapy water. A bucket will be provided to fill the crate outside their classroom. Equipment should be taken out to dry and then put back in the storage box.

### **Playground Gym Equipment**

The gym equipment can be used by children at playtime. It can only be used by one bubble at a time. It should be cleaned down afterwards.



## Isolating, illness and returning to school

It is inevitable that children will become unwell when they come back to school.

Parents are best placed to decide if a child is well enough to come to school. School will not be able to advise parents as to whether their child is well enough to attend school.

For many illnesses such as stomach upsets our usual procedures apply (48hours for all stomach and sickness related illness). Parents/carers should contact school to let school know that children are not coming to school and they will be able to return as they would do usually.

A child going home unwell has always been a frequently occurring event at school. Please be assured that if we need to send a child home that details will remain confidential and that if we need other parents to take action we will communicate with them as soon as possible.

When a child who is not attending school because of an illness or who has been absent for an appointment that school had no notice of, **parents will be asked to complete an online “return to school” form before the child returns to school.** A link to this form can be found below:

### [Returning to School Following Sickness](#)

Unfortunately there is a large crossover between seasonal colds, flu and COVID-19. In any instance where a child has a new, persistent cough or a high temperature or a loss of taste or smell – the child should not be sent to school.

If a child has these symptoms they should not be sent to school.

As per NHS guidance you and those in your bubble at home will be directed to self-isolate:

Self-isolate if:

- you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or has tested positive
- someone in your support bubble has symptoms or has tested positive
- [you're told by NHS Test and Trace that you've been in contact with a person with coronavirus](#)
- If anyone in your family bubble is presenting with symptoms you will be directed to take a COVID-19 test.

More information on obtaining a test can be found here:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

If the test for everyone in your family bubble shows a negative result, your child may return to school once they are well enough to do so.

If a test comes back positive for someone in your bubble you should follow guidance given to you, self-isolate and work with NHS Test and Trace.

### **Children who are directed to self-isolate**

Children who need to self-isolate will be able to access learning remotely as outlined in our Remote Learning Plan. This work will be delivered through Google Classroom. We will work to ensure that the work being completed will mirror the objectives that are being taught in school.

**We are not able to share confidential medical information with members of the community. We will share and communicate with families any actions that are needed to be taken if we are directed by Public Health England.**

## Contingency

It is possible that we may have to close bubbles in the event of confirmed coronavirus cases at school.

In these instances, all children in the bubble, including children of key workers and vulnerable, will be required to engage in remote learning as outlined in our remote learning plan. This learning will be very similar to our learning over the past few weeks.

If only a few children are directed to self-isolate then they will access remote learning during the day and will have telephone contact with their class teacher.