

Tuesday 1st September 2020

Dear Parents and Carers,

The government updated the full opening guidance for schools on Friday 28th August so, following on from the previous correspondence sent out Thursday 27th, I have attached up to date guidance. The changes are identified in red font.

This guidance, in terms of prevention and response to infection, also applies to our Breakfast and Fun Club.

Here we go...

System of controls: Prevention and Response to Infection

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

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

Numbers 8 to 10 must be followed in every case where they are relevant.

This document takes you through these measures step by step

Prevention

Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

This means:

Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last **10** days, and ensuring anyone developing those symptoms during the school day is sent home.

The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least **10** days and should arrange to have a test to see if they have coronavirus.

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.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Stay at home: guidance for households with possible or confirmed coronavirus infection – please follow this link:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

How to arrange a test – please follow this link:

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

What will happen should a child show symptoms when at school?

Should a child show symptoms at school these will be our procedures. These procedures are taken from Government guidance and considered in the context of Uley School:

- The child will be moved to a room where they can be isolated behind a closed door – this will be the cubby. They will have an adult with them.
- The window will be open for ventilation.
- If a room is not available – move to an area which is 2m away from others – this could be outside.

- If the child needs to use the toilet use a separate bathroom if possible – school’s accessible toilet and this will be cleaned afterwards following recommended cleaning procedures.
- PPE should be worn by staff caring for the child while they await collection if:
 - Personal care is needed and/or a distance of 2m cannot be maintained – e.g. a child with complex needs, otherwise school staff are not expected to wear PPE.

Use of face coverings in schools

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 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.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

In areas where local lockdowns or restrictions are in place, 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.

Cleaning hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.

We will be building handwashing in to our routines as we have been doing since 1st June.

- Washing hands regularly for no less than 20 seconds with soap and water.
- 30 second timers will be available to help the children, as well as singing!
- Children and staff will be expected to wash their hands as soon as they arrive at school, throughout the day and before they leave.

Plus washing hands after:

- Touching your face,
- Blowing your nose,
- Sneezing,
- Coughing,
- Before eating and handling food,
- **If changing rooms,**
- And of course after using the toilet!
- Hand sanitizer will available but soap and water and washing for no less than 20 seconds will be part of the school routine.

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important.

- Cover your mouth and nose with disposable tissues or use the crook of your elbow – not in to your hand.
- Please use the lidded bins around the school for tissues, cloths, paper towels.
- Wash your hands.

Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

The school works closely with the school cleaner, who will be in school at the end of each day to adhere to the cleaning guidelines. All frequently touched surfaces will be cleaned each day and throughout the day.

Cleaning frequently touched surfaces:

- Door handles,
- Handrails,
- Table tops,
- Play equipment,
- Toys,
- Electronic devices,
- Plus other touch points.
- Any shared equipment within the bubble
- Cleaning of shared areas that are used by different groups
- Cleaning of toilets

Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19) therefore Uley School will be minimising contacts and mixing as much as possible.

The overarching principle to apply is to reduce the numbers of contacts between children and staff and we will be achieving this by keeping groups separate and through maintaining distance as much as we can between individuals.

We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group but it is still important to reduce contact between people as much as possible, so children, young people and staff where possible, will only mix in consistent groups. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. **Where staff need to move between classes and year groups, they will endeavour to keep their distance from pupils and other staff as much as they can, ideally 2 metres from**

other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.

Grouping Children

For the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on groups within their system of controls and increase the size of these groups.

From September Uley School will be grouping children into classes.

Class 1 - Reception

Class 2 - Year 1 and 2

Class 3 - Years 3 and 4

Class 4 - Years 5 and 6

Classroom Measures

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission.

Adults should maintain 2 metres distance from each other, and from children. We know that this is not always possible for adults to maintain distance from each other and children, particularly when working with younger children, but if adults can do this when circumstances allow that will help.

For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. Distancing will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.

We will be making small adaptations to the classroom to support distancing where possible. This includes:

- Seating pupils side by side and facing forwards, rather than face to face or side on.
- Pencils and pens – it is recommended that staff and pupils have their own items that are not shared, for classes 3 and 4, please provide a pencil case. For classes 1 and 2, the school will provide resources.
- Classroom based resources, such as books and games, can be used and shared within the groups; these will be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously, 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 groups.
- It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch 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. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

Measures elsewhere and for arriving at and leaving school

Groups will be kept apart, meaning that we will be avoiding large gatherings such as collective worship with more than one group.

While passing briefly in the corridor or playground is low risk, we will be avoiding creating busy corridors, entrances and exits, therefore we will be staggering start/finish times, break times and lunchtimes.

| Class Organisation, timings and how to drop off/collect | | | | |
|--|---|---|--|---|
| Group | Staffing | Allocated drop off time Please be punctual and only one parent | Pick up time Please be punctual and only one parent | Drop off and pick up points Please look at the drop off points below to help you consider where to park in/around Uley |
| Class 1 Reception | Sara Delrosa Monday Katharine Grace Tuesday – Friday Debbie Brazier | 9am | 3.15pm | Through the bottom playground gate and in through the main infant gate (where the children usually come out) <i>Walk up the footpath from South Street (next to The Knoll)</i> |
| Class 2 Years 1 and 2 | Abby Spain Rosie Dean | 9am | 3.15pm | Through the double green gates and main school entrance <i>Walk up the footpath from South Street (next to The Knoll)</i> |
| Class 3 Years 3 and 4 | Zoe Mandeville Philippa Nash Hannah Saunders when returns | 8.45am | 3pm | Through the double green gates and main school entrance <i>Walk up the footpath from South Street (next to The Knoll)</i> |
| Class 4 Years 5 and 6 | Lizzie Walker Mrs Dance and Mrs Pugh | 8.45am | 3pm | Through the gate (Compound Playground) and in through the hall door <i>Walking up/down Woodstock Terrace – please keep to the left</i> |

Some points to note:

- Each group will have an allocated space on the playground.
- The use of the field will be limited to a number of groups with space in-between or one group out at a time.
- Playtimes and lunchtime will be staggered.
- Children and adults will be encouraged to stay to one side of the corridor.
- All activities will take place in the children's allocated rooms or outside.
- Only one parent at drop off and collection time please.
- We request prompt drop off and collections times please, to avoid the crossing over of groups.
- There will be signs outside to guide parents to where/when to drop off/collect the children and signage reminding us all about keeping social distance.
- The children will queue at dropping off and collecting times.

- There will be markings on the playground for guidance of where the children are to stand at drop off.
- **Walking to and from school.** We recommend a one way system when using the footpaths (to arrive at school via the South Street entrance, next to the Knoll, and to walk down the footpath next to the field). If using Woodstock Terrace, to please keep to the left.
- Children will eat their lunches in their room or outside in an allocated space away from other groups.
- We are requesting packed lunches (brought in from home or ordered through Caterlink) to begin with so that we can establish a routine in the first instance.
- Please bring a named water bottle and a healthy snack; Fruitless Friday continues.
- Parents will need to say goodbye outside the playground (with the exception of young children who may need support), and leave the school premises straight away.
- We are asking parents to wait outside the school gates at collection times and to please be mindful of social distancing whilst waiting to collect. Picking up procedures will be monitored as we are aware that we may need to consider additional waiting space.
- Parents will not be able to enter the school.
- Parent and visitors will need to pre-arrange an appointment to enter to the school.
- If a child is upset we will reassure and give the care, nurture and support as we usually do. We can phone you to keep you informed.
- If a child is so upset that they need extra support, we will ask you to step to one side to enable the other children to come in first.
- No teddies or comforters can be brought to school.
- We ask you to consider the safety of the residents around the school and to observe social distancing in and around the community at drop off and pick up times.
- We will be returning to our usual school uniform policy in the autumn term. 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.
- We will be minimising the number of visitors to the school.
- **Our outdoor playground equipment will be more frequently cleaned. This will also apply to resources used inside and outside resources used by our Breakfast and Fun Club.**

Personal protective equipment (PPE)

The majority of staff in education settings 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 involve the use of PPE, in which case the same PPE should continue to be used

Attendance expectations

In March when the coronavirus (COVID-19) outbreak was increasing, it was clear that no family would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind.

School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Please refer to the school's Attendance Policy for more details. We will, of course, need to amend the policy to support the staggered start times.

Extra-curricular provision and Breakfast and Fun Club

We know how important our before and after-school provision is and are therefore in the early stages of planning. As you will appreciate, this is logistically challenging and we want to ensure we are managing all risks. In order to get this right, we may need extra time to put the provision in place and may need to build it up over time.

The same system of controls: Prevention and Response to Infection, apply to Breakfast and Fun Club. We are following the guidance set out in 'Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus outbreak'. As per guidance and to minimise the amount of mixing, we are grouping the children in the same bubbles as during the school day as far as possible, or are establishing small consistent groups of no more than 15.

In order to support the measures Uley School is putting in to place, we must advise parents to limit the number of different out-of-school settings providers they access, as far as possible. The guidance says – 'where parents use other childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this'.

The DfE has also issued guidance for parents: <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

For the autumn term the school will not be running any extra-curricular clubs, this is subject to review as the return to school progresses and the situation improves.

Curriculum expectations

We aim to continue to provide a broad and balanced curriculum as we always do and will be planning on the basis of the educational needs of the children. We will need to get to know the children again in the first instance in order to know where there are gaps in learning, and to then plan to address those gaps.

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 should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports should 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.

As you know the government has announced extra funding to support schools with addressing gaps in the children's education. We wait to receive more information on this.

As we have already seen through the children already attending school; school allows social interaction with peers, carers and teachers, which truly benefits wellbeing. On return to school pupil wellbeing and support will be at the top of our list. We will want to make sure that all children are ready to learn. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school. We will be considering everything.

Our expectations in behaviour remains the same as in the school's Behaviour Policy. We have added an addendum to the policy which emphasises some changes put in to place for the duration of the coronavirus situation. We recognise that returning to school some children may need a period of time to settle and adjust to the new routines, and we will build in our school values and positive reinforcement strategies as we always do.

Response to any infection

Engage with the NHS Test and Trace process

If any staff member, parents and children show symptoms, they must:

- book a test <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> if they 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 have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace - <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
- self-isolate <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Schools will need to be informed of the test results immediately:

- 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 guidance for households with possible or confirmed coronavirus (COVID-19) infection <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

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

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team.

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

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

The health protection team will provide definitive advice on who must be sent home.

Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their 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.

In order to prevent this from happening, Uley School needs its whole community to support the implementation of the controls in order to reduce the risk of transmission.

We can do this Uley School!

Kind regards,

Zoe Mandeville

Other links to government guidance:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>