

Our ref: JPC/MK
Your ref:

7 September 2020

COVID 19 – SCHOOL ARRANGEMENTS/INFORMATION BOOKLET FOR PARENTS

Dear Parent or Carer,

As we start our new school year you will notice there are many changes in how we are operating as a school. We are following government guidance and putting in several controls to minimise the risk of transmission of Covid-19. You can see a full copy of our Covid-19 risk assessment on our website. We will regularly review our risk assessment as guidance from the government is updated.

Whilst the government have indicated that the prevalence of coronavirus (COVID-19) has decreased the NHS Test and Trace system is up and running is important that our whole school community work together to protect each other.

We have organised our school to keep children in clear and consistent 'bubbles'. This will help us as a school to limit the number of contacts children have with different people whilst still delivering an effective curriculum. We have considered the age of our children and their curriculum needs as well as the logistics of our school site in order to determine the size of our 'bubbles'. Every school will have had to do this, and each school will determine the best way to do this for their school community.

Since the lockdown started in March, each of us will have had different experiences and we ask that everyone in our school community is respectful of each other and their individual feelings. If you are dropping off or picking your child up from school, we ask that you respect other people and comply with social distancing guidance. We ask if it is possible that you walk your child to school to reduce congestion at the school gate.

How to stop COVID-19 spreading

There are things you and your children can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards



Symptoms of COVID 19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

It is important that outside of school we all follow the government guidance around Covid-19, particularly the Stay at Home guidance below and do not bring your child into school.

www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection



If you do keep your child off school due to Covid-19 symptoms please ensure that you let us know this when you register your child's absence.

As a school if your child is off school we will provide school work, so they can keep up their studies.

If your child presents Covid-19 symptoms in school we will take your child to a safe area in school and contact you immediately to pick them up. Please make sure that your emergency contact details are up to date and correct.

If your child does develop symptoms, you can seek advice from NHS 111 at

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/or-by-phoning-111>.

It is vitally important that anyone who presents with Covid-19 symptoms get tested as soon as possible.

If someone from within school is confirmed with Covid-19 we will get in touch with the parents and carers of any children who have been in close contact with this person. This is likely to be children from their class or 'bubble' or if they have been in close contact through other groups such as after school or breakfast club. These children will be asked to self-isolate for 14 days. Other members of the household **do not** need to self-isolate, unless your child also develops symptoms. Full details and instructions will be provided at the time. We will also send information to our wider school community as a reminder to our families of what actions you can take to reduce the spread of the virus.

I would like to close by reminding all of us that we have a role to play to ensure that our children and school community remain safe.

Thank you for your continued support and patience.

Yours Sincerely



Mrs J P Conley
Headteacher



How we will manage a suspected case of Covid-19

What we will do if a child or staff member is unable to attend school because they have COVID-19 symptoms

Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate. They should not attend school and should follow the steps below.

- Parent/Carer or staff member should [notify the school of their absence by phone](#)
- School will record and keep minimum dataset: Reason for absence, date of onset of symptoms, symptoms, class etc
- Direct to [Stay at home](#) guidance for isolation advice for child/staff member and their households. The person with symptoms should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 14 days.
- Advise that the child/staff member should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.
- There is no further action required by the school at this time. If a school have a number of absence or covid-19 related illness this should be reported the education SPOC.




What to do if someone falls ill while at school



If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible

- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

- Disposable gloves
 - Disposable plastic apron
 - Fluid-resistant surgical face mask
 - Eye protection (goggles, visor) should be worn **ONLY** if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting
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- The illustration shows various personal protective equipment (PPE) items on a light blue background. It includes two white bottles of disinfectant with blue crosses, a white surgical mask, a pair of white gloves, a blue surgical mask, a blue shield with a white cross, a blue tissue box, a blue spray bottle, and a blue bottle of hand sanitizer being used on a yellow hand.
- The school should record and keep the details of the incident in case it is needed for future case or outbreak management



