

Information for Parents and Guardians

Arrangements for senior children of Key Workers - 1st June 2020

The following document is designed to help you understand how the school will operate for children of Key Workers from 1st June. We hope this gives you the necessary important information and reassurance about the school's efforts to create a safe environment and limit the spread of the Coronavirus.

We will use a range of protective measures to create a safe environment in which the risk of spreading the virus is substantially reduced.

Following the issue of government guidelines, the schools have conducted an extremely thorough and extensive risk assessment in line with best practice guidance, though **we do still advise that all senior school pupils should remain at home whenever possible and should certainly not come into school if they, or any members of their household, are showing symptoms of the virus.**

Organisation of Classes

Numbers requiring the service will dictate the organisation of classes. The space available in the Queen's Building will allow us to accommodate up to 15 pupils in a single 'bubble' in the first floor study area. Should numbers grow beyond that, pupils would also be accommodated in the ground floor social space.

Pupils will be supervised by a team of school staff who will be working on a rota basis: these staff members will not be working with other groups of children and will spend the remainder of the week working from home, maintaining the distance learning programme.

Provision is located within the Queen's Building only: there will be no requirement to access the rest of the School buildings.

The School Day

Dropping off

Children of Key Workers can be dropped off from 07:45am and should be dropped off at either of the school gates entry to which will be code controlled as usual. All pupils must be in school by 08:30.

Picking up

The school will be open until 17:45 each day as normal. Please could pupils be picked up as early as possible.

Daily Timetable

Pupils in school will follow the same distance learning programme as those not in school, including the school examinations in the weeks beginning 8 and 15 June.

Social distancing

All areas used in the provision will be configured so as to allow for social distancing and staircases in the Queen's Building will be designated one way only. Staff and pupils will be reminded to maintain a distance of 2 metres apart.

Behaviour

In addition to our established school Code of Conduct, we will continue to reinforce the importance of the following additional aspects:

- *following school instructions on hygiene, such as handwashing and sanitising and sensible behaviour in the toilets.*
- *following instructions and guidance on safe play at break times.*
- *moving around the school as per specific instructions, for example, observing the one way signs on the stairs.*
- *expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands*
- *the importance of telling an adult if you are experiencing symptoms of coronavirus*
- *the importance of not using other children's equipment or other items including drinking bottles*
- *amended expectations about breaks or play times, including where children may or may not play*
- *ensuring that they do not cough, sneeze or spit at or towards any other person.*

It is even more crucial than ever that children follow these vitally important guidelines. As ever, we will positively reinforce these important additional rules and expectations and dedicate time to help children understand them on return to school and regularly throughout the term.

Uniform

It is recommended that all clothes worn at school are washed at a high temperature each day. Therefore, at this time, we do not require children to wear school uniform. We recommend appropriate clothing eg. shorts/joggers/leggings and a t-shirt with trainers. Any jackets should be kept on the back of the child's seat during the day. As ever, please ensure that all clothes are clearly labelled.

School lunches

Lunches will be provided by our catering staff: take-away lunches will be delivered to the Queen's Building. A weekly order form will be sent to you during the previous week so that you can pre-order your child's lunch. From 1 June, lunches will cost £3 per day; you will be invoiced before the end of term.

Travel to and from school

Children, young people and parents are encouraged to walk or cycle where possible and avoid public transport at peak times. Our usual school bus services are currently not running.

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

Health and Hygiene

Cleaning

In order to make the school environment as clean and hygienic as possible, we are employing additional cleaning staff to give the areas used a deeper daily clean. There are also specific, detailed guidelines for a thorough deep clean of the school after someone with suspected Coronavirus (COVID-19) has left the premises which we will follow if necessary.

General Hygiene

We have ensured that stocks of soap and sanitiser are high. These will be checked and restocked as necessary during the day. Children will be required to wash their hands on entry to school, at each breaktime, before lunch, after they have been to the toilet, and after coughing or sneezing, following the 20 second rule, using soap and warm running water. Children will be frequently reminded to follow the catch it, bin it, kill it approach to sneezing. Tissues will be provided to facilitate this.

School Nurse

Our School Nurse, Mrs Procter, will be available during the school day in order to coordinate all matters regarding health and hygiene. As well as the large team of trained first aiders, she will take the lead role if a child becomes ill.

External Socialisation

As restrictions on everyday life begin to ease, we remind families and children coming into school at this time to think carefully about socialisation outside of school. For example, playing with children outside of the family unit, going to shops and travel using public transport greatly increases the risk of bringing the virus into the school community.

Coronavirus Testing

Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household. This will enable children and young people to get back to childcare or education, and their parents or carers to get back to work, if the test proves to be negative.

A positive test will ensure rapid action to protect other children and staff in their setting.

For further information regarding testing and to request one please see:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>

What happens if someone becomes unwell at school

If anyone 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 [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, he/she will be moved to a dedicated space where they can be isolated with appropriate adult supervision if required. If they need to go to the bathroom while waiting to be collected, they can use the adjoining facility.

What happens if there is a confirmed case of coronavirus in the school

If a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending the school will have access to a test if they display symptoms of coronavirus.

Where the child or staff member tests positive, the rest of their 'bubble' will be sent home and advised to self-isolate for 14 days. The other household members of that 'bubble' do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the child's cohort or school, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases, a larger number of other children and

young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group.

Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary

Personal protective equipment (PPE) including face coverings and face masks

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. We therefore do not require staff or children to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. The wearing of face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) is not advised as it may inadvertently increase the risk of transmission. The school nurse will advise and train those who might require a face mask on safe application, use, safe removal and disposal.

However, PPE may be required in a very small number of cases including:

- if a child, young person or other learner requires intimate care or 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.

Safeguarding

Dame Allan's Schools will continue to:

- Provide a safe environment for all children
- Keep children safe
- Ensure all staff and volunteers have been appropriately checked
- Ensure risk assessments are carried out as required.

Our key safeguarding messages remain unchanged:

- The best interests of the child must always come first
- Any safeguarding concerns about a child will be dealt with immediately
- A DSL or deputy will be available in school
- Children within the physical school premises are protected from unsuitable adults

- Children are protected online - staff are particularly vigilant for concerns about online peer on peer abuse.

- Our Designated Safeguarding Lead: Mrs D Farren
- Our Designated Safeguarding Deputy: Mrs P Ferguson

Contact Us

If you need to make contact with the school, the school office will be open as usual.

- Junior School Office: 0191 224 6770
- Email: junioroffice@dameallans.co.uk