

From March 8<sup>th</sup> 2021

Dear Parents, Carers and Staff

We are looking forward to welcoming our students back to school on Monday 8<sup>th</sup> March. Many COVID 19 restrictions remain in place to prevent and control any cases of infection, these are detailed below. Please read this document carefully so you are aware of how we will be operating over the coming weeks.

Thank you

Lucy

## Protective Management and Risk Assessment Plan

### **Pupils getting to and from school**

- For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport.
- A member of staff will be in the car park – wearing a high visibility jacket. They will instruct you where to park and contact your child's team to let them know they have arrived.
- Staff members will come and collect students from their vehicles – we ask all drivers, escorts and parents to remain in their vehicles
- Students will enter the building via the closest entrance to their classroom and go straight to their classrooms where they will be supported to wash their hands
- At the end of the day **Sensory School and Upper School** students will wait in their classrooms until their transport has arrived. They will be escorted by staff straight to their vehicles. Again we ask that parents remain in their cars
- **Lower School pupils will gather in the hall and will be called to their home/school transport from there**
- We ask that pupils only bring the essentials into school from home. No soft toys or 'chewy' toys.
- Students who arrive at school on foot should arrive at or after 9.10 and report to the front entrance from where they will be collected by a member of their class staff. Parents collecting on foot should arrive after 15:20

### **The School Bubbles**

Bubbles will now become department sized bubbles. This is to allow for staff cover between classes and to support curriculum delivery and lunch times across the school.

- Pupils will not mix with other students who are not in their 'bubbles'
- Staff will not mix with other staff members who are not in their 'bubbles'
- Staff will not swap between bubbles. If staffing levels become critical in a bubble the students will be placed on a part time rota.
- For the vast majority of time in school students and staff will stay in their bubble.
- Each child coming into school will have an individual risk assessment.
- Each bubble will have their own allocation of hand soap, sanitisers and PPE for staff for use during personal care.
- Each bubble will have their own allocation of cleaning products to enable staff to clean the interior areas of the classroom that are frequently being touched by students and staff. This will minimise the risk to the Site Manager/cleaners so that they do not have to enter any bubbles while the students/staff are present.
- **Bubbles will have their own allocated toilets for staff and students.** Toilets will be cleaned regularly, and pupils will be encouraged and supported to clean their hands thoroughly after using the toilet.
- Each bubble will have a rota for when they can access the playground, outdoor gym and specialist rooms. The gym equipment and specialist rooms will be cleaned after each use.

### **How lunchtimes will work**

- **Students in the sensory school will continue to eat in their classrooms**
- One member of staff should collect the lunches from the kitchen at the allotted time
- **Students in Lower School and Upper School will eat their lunches in the hall.**

### **PREVENTION- supporting respiratory and hand hygiene**

- We will support pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms, use the toilet and before and after eating.
- Supervision of hand sanitiser use will take place due to risk around ingestion.
- The school will build hand washing routines into school culture.
- Sufficient handwashing facilities are available. Where a sink is not nearby, we will provide hand sanitisers in classrooms and other learning environments.
- 'Catch it, bin it, kill it' approach continues to be very important. Tissues and bins are available in the school to support pupils and staff to follow this routine. Students will be helped to follow this.

Risk assessments will identify pupils with complex needs who struggle to maintain good respiratory hygiene

## Use of PPE

- Staff must wear masks in all shared spaces such as corridors, the hall etc. Staff do not have to wear masks in class but may do so if they wish.
- PPE such as masks, aprons and gloves must be worn during personal care activities.
- Students are exempt from wearing PPE however if they wish to wear a mask they may do so.

## Community Visits

- Community visits will be limited and will follow the steps outlined in the Government Road Map.

## **Managing health in our community**

### Lateral Flow Testing

From 8<sup>th</sup> March all staff will be able to conduct their lateral flow tests at home and will be asked to continue testing twice a week. Staff will need to report their results to NHS Test and Trace as soon as the test is completed. A positive confirmatory Polymerase Chain Reaction (PCR) test will be required for all positive cases.

We will not be offering Lateral Flow tests at school for students. However, lateral flow tests will soon become available for parents to use at home. We encourage parents to test their child regularly but especially after a school holiday or if they are returning to school following an isolation period due to being a close contact of a COVID positive individual. Testing is not compulsory. A positive confirmatory Polymerase Chain Reaction (PCR) test will be required for all positive cases.

Staff and parents are asked to report positive results on a Lateral Flow test to school as soon as they are able to. Due to the likelihood that a positive Lateral Flow test will result in a positive PCR test – school bubbles will be closed and close contacts asked to isolate.

### **Minimising contact with individuals who are unwell with COVID 19**

Managing the health in our community is paramount. We all need to work together to ensure the continuity of provision and to minimise risk to those around us.

Please **do not** send your child to school if they are feeling poorly 'or not quite right'. On the first day of absence, please telephone the school after 8 am, or send an email to [info@clifton-hill.surrey.sch.uk](mailto:info@clifton-hill.surrey.sch.uk) to advise us of the situation.

- Children and staff must not come into the school if they have coronavirus (COVID-19) symptoms.

- Children and staff who have tested positive for COVID 19 must isolate at home for 10 days from the onset of symptoms (or from the date of the test if asymptomatic). All household members should also isolate for 10 days.
- If your household is isolating due to someone having tested positive with COVID 19, you must all follow the 'stay at home' guidance for households

This includes:

- do not go to work, school or public places – work from home if you can
  - do not go on public transport or use taxis
  - do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
  - do not have visitors in your home, including friends and family – except for people providing essential care
  - do not go out to exercise – exercise at home or in your garden, if you have one
- 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 are sent home and advised to follow 'stay at home': guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.
  - If a child become unwell while they are at school, their parent/carer will need to come immediately to school and collect them. If a child become unwell at school their class staff must not take them to the school nurses office. Please take them to the **art room** and call our school nurse. A member of the school nurse team and SMT will meet you there in full PPE and take over.
  - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using anti-viral cleaning products before being used by anyone else.
  - PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance](#).
  - In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
  - Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.
  - The Infection Control Policy and [Cleaning in non-healthcare settings](#) guidance to be followed to clean the area.
  - Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy

- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance

### **Contain any outbreaks**

- If a staff member or a student tests positive for COVID 19, or we experience an overall rise in sickness absence where COVID-19 is suspected, local health protection will advise on any additional action required.
- The bubble will need to close and those staff and students who have been in contact with the person who tested positive will need to isolate at home for 10 days. Other household members do not need to isolate unless the student or staff member develops COVID 19 symptoms.
- We will not be serial testing students or staff using the lateral flow tests
- We will follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.
- In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.

Thank you for taking the time to read and understand this document. I want to thank you all for your ongoing support during this challenging time and I know that we can all support each other to be safe and well if we follow this guidance and work together.

Lucy Wijsveld