



COVID-19 School Guidance

Introduction

Dear parents/carers, colleagues and governors...

As the country moves to Step 4 of the roadmap, the government continues to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered the vaccine.

The government's priority is for us to deliver face-to-face, high-quality education to all pupils and we share in this priority. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We must comply with health and safety law, putting in place and monitoring proportionate control measures. These measures will be fluid and may change from time to time, as the circumstances in our school and the public health advice changes.

This guidance explains the actions that school will take to reduce the risk of transmission of coronavirus (COVID-19). This includes public health advice, endorsed by Public Health England (PHE), local authority advice, the Department for Education guidance and the school's own context and circumstances.

We are looking forward to welcoming everyone back into school in September and to a sense of normality that seems to have been such a long time coming!

Yours sincerely,

Mr M Walker
Headteacher



COVID-19 School Guidance

Headline Questions

Are staggered starts still in place?

No. The school start times will return to normal in September:

- **Nursery Sessions**

Morning: 8:45am-11:45am

Afternoon: 12.30pm-3.30pm

- **Reception**

Lessons start at 9:00am - Doors open at 8:50am

Lunchtime: 12.00pm-1.00pm

School finishes at 3.15pm

- **Key Stage 1**

Lessons start at 9:00am - Doors open at 8:50am

Morning break: 10:30-10:45am

Lunchtime: 12.00pm-1.00pm

The children also have a flexible afternoon break if required.

School finishes at 3.15pm

- **Key Stage 2**

Lessons start at 9:00am - Doors open at 8:50am

Morning break: 10:30-10:45am

Lunchtime: 12.00pm-1.00pm

School finishes at 3.15pm

Can we enter school in the morning with our children?

The children will enter through their usual doors so there is no need for parents to enter the building unless it is for a specific purpose such as an arranged meeting. The waving window will remain in place in Reception. This has proven to help the children settle quicker.



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Headline Questions

My child is in Key Stage 2. What happens when they arrive at school?

The same arrangements as the summer term will remain in place whereby the children line up sensibly at their class sign on the front playground. This has worked well during the pandemic. Mr Walker will ring the bell at 8:50am and send the children in.

Can my child bring pencil cases and other equipment in addition to what is required?

No additional equipment is required as this creates cluttered learning environments. This is something that has worked well during the pandemic and will remain in place. The children will be provided with all the stationery and equipment that they need in school.

Will family dining be returning?

Yes, family dining will return in the autumn term. You can find out more about family dining along with our autumn 1 menu on our website:

<https://www.ackworthhowardschool.co.uk/parents/family-dining>

Will wrap around care continue?

Wrap around care can be booked in the usual way and there are no restrictions. The wrap around service has been severely impacted financially during the pandemic and we are hopeful this service can return to pre-covid levels.

What about after school activity clubs?

A programme of after school activity clubs will be provided and a letter explaining this will be issued during the first week back.

Are parents allowed in school now?

Yes, parents can now attend meetings and events in school.

Can my child attend school if they have been identified as a close contact?

Yes, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.



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Headline Questions

How will the new uniform policy work?

You can find out more about our uniform policy on our website. This explains the requirements for the formal uniform and the active wear uniform:

<https://www.ackworthhowardschool.co.uk/parents/school-uniform>

Active uniform should be worn on the days below when each class has PE:

- Reception: Fridays
- Year 1: Monday / Friday
- Year 2: Tuesday / Thursday
- Year 3: Monday / Wednesday
- Year 4: Wednesday / Friday
- Year 5: Monday / Wednesday
- Year 6: Tuesday / Friday

There maybe times when active wear is needed in addition to this due to work with our sports partners or as a result of timetable changes. Any changes will be communicated to parents/carers with as much notice as possible.

Key Stage 2 children will require forest school kit on a Thursday. This is not active wear and should be clothing that is not expensive as it may get stained/damaged.

If your specific question has not been answered in the FAQs or later in this guidance document, please contact school – thank you.



COVID-19 School Guidance

Key Information

Mixing and 'bubbles'

- It is no longer recommended that children should be kept in consistent groups and we will not be doing this in school from the autumn term. We also no longer need to make alternative arrangements to avoid mixing at lunch and at break times.
- As well as enabling flexibility in curriculum delivery, this means that important things in school such as whole school worship and family dining can resume.
- The outbreak management plan/school guidance covers the possibility that in our local area it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.
- Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

Tracing close contacts and isolation

- School is no longer involved in contact tracing. Close contacts will now be identified via NHS Test and Trace.
- NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.
- Children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.
- Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.
- School will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in school or if central government offers the area an enhanced response package, a director of public health might advise school to temporarily reintroduce some additional control measures.

Face Coverings

- Face coverings are no longer advised in any areas however if anyone feels more comfortable wearing one, this will not be discouraged.
- The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.
- If there is an outbreak in our school, a director of public health might advise us that face coverings should temporarily be worn in communal areas or classrooms (by staff and visitors, unless exempt).



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Key Information

Control Measures

These measures include:

- Ensuring good hygiene for everyone.
- Maintaining appropriate cleaning regimes.
- Keeping occupied spaces well ventilated.
- Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

1. Ensure good hygiene for everyone

Hand hygiene

- Frequent and thorough hand cleaning should now be regular practice. This will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.

Respiratory hygiene

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

Use of personal protective equipment (PPE)

- Most staff in school will not require PPE beyond what they would normally need for their work. There may be occasions where additional PPE may be required such as when coming into contact with a suspected Covid-19 case.

2. Maintain appropriate cleaning regimes, using standard products such as detergents

- School has put in place and maintains an appropriate cleaning schedule. This includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.

3. Keep occupied spaces well ventilated

- When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.
- Checks will be regularly undertaken to identify any poorly ventilated spaces and steps will be taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, Inspire Mornings.
- Opening external windows improves natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors will also be used (if they are not fire doors and where safe to do so).
- School will balance the need for increased ventilation while maintaining a comfortable temperature.



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Key Information

Control Measures Continued...

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test

- Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
- If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.
- For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.
- If a pupil is awaiting collection, they will be moved to a room on their own if possible and safe to do so. A window will be opened for fresh air ventilation. Appropriate PPE should also be used if close contact is necessary.
- The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.

Asymptomatic testing

- Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.
- Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

Confirmatory PCR tests

- Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.
- Whilst awaiting the PCR result, the individual should continue to self-isolate.
- If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as they don't have COVID-19 symptoms.

Other considerations

- All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.
- School will ensure that key contractors are aware of the school's control measures and ways of working.



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Key Information

Isolation Guidance

- Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. This still applies even if you have received one or more doses of COVID-19 vaccine.
- You are not required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:
 - you are fully vaccinated
 - you are below the age of 18 years 6 months
 - you have taken part in or are currently part of an approved COVID-19 vaccine trial
 - you are not able to get vaccinated for medical reasons
- Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.
- NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you are not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible.
- Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the guidance on how to stay safe and help prevent the spread. As well as getting a PCR test, you may also consider:
 - limiting close contact with other people outside your household, especially in enclosed spaces
 - wearing a face covering in enclosed spaces and where you are unable to maintain social distancing
 - limiting contact with anyone who is clinically extremely vulnerable
 - taking part in twice weekly LFD testing
- Staff who are identified as close contacts are able to work if the following criteria is met:
 - free of any COVID-19 symptoms
 - received 2 vaccinations or have a medical exemption - received their final dose at least 14 days prior to contact with a positive case
- The following additional mitigations must take place where staff are to attend work:
 - the staff member is advised to arrange for a PCR test. However, if a staff member has had Covid-19 infection in the past 90 days, there is no requirement for this.
 - the staff member should undertake an LFD test every day for 10 days following their last contact with the case (even on days they are not at work), the test(s) should be taken before starting work, and the result should be negative
 - the staff member should comply with all relevant Covid control measures and PPE should be properly worn.



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Attendance

- School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.

Parental Attendance

- Parents are now able to enter school.
- Parents' and carers' most up-to-date contact details in case of an emergency must be up to date.

Remote education

- Not all people with COVID-19 have symptoms. Where appropriate, school will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so along with other pupils needing to isolate.
- The remote education provided will be equivalent in length to the core teaching pupils would receive in school. You can find out more about our remote education provision here: <https://www.ackworthhowardschool.co.uk/curriculum/curriculum-brochure-2020-2021>
- School will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.

Pupil wellbeing and support

- Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. School has a dedicated Inclusion Team and Early Help offer and will work with families to support this. <https://www.ackworthhowardschool.co.uk/wellbeing/howard-early-help-offer>

School meals

- School will continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time.

Educational visits

- School will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.

Wraparound provision and extra-curricular activity

- Wraparound provision and extra-curricular activity will return to normal.



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Sports provision

All sports provision, including competition between settings can go ahead and, should be planned and delivered in line with this guidance.

Providers of sports activities should also refer to:

- [guidance on grassroot sports for public and sport providers](#) and [guidance from Sport England](#)
- [advice from organisations such as the Association for Physical Education](#) and the [Youth Sport Trust](#)
- [information on school swimming, water safety and returning to pools guidance from Swim England](#)
- [advice on using changing rooms safely](#)

Performances and Events

- Performances and events will return fully.
- When planning an indoor or outdoor face-to-face performance in front of a live audience, school will follow the latest advice in the [DCMS working safely during COVID-19 in the performing arts guidance](#).
- If delivering sporting or other organised events, school will utilise the information which can be found in [COVID-19: Organised events guidance for local authorities](#).



Outbreak Management Plan

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school
- To help manage a suspected COVID-19 outbreak within school
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

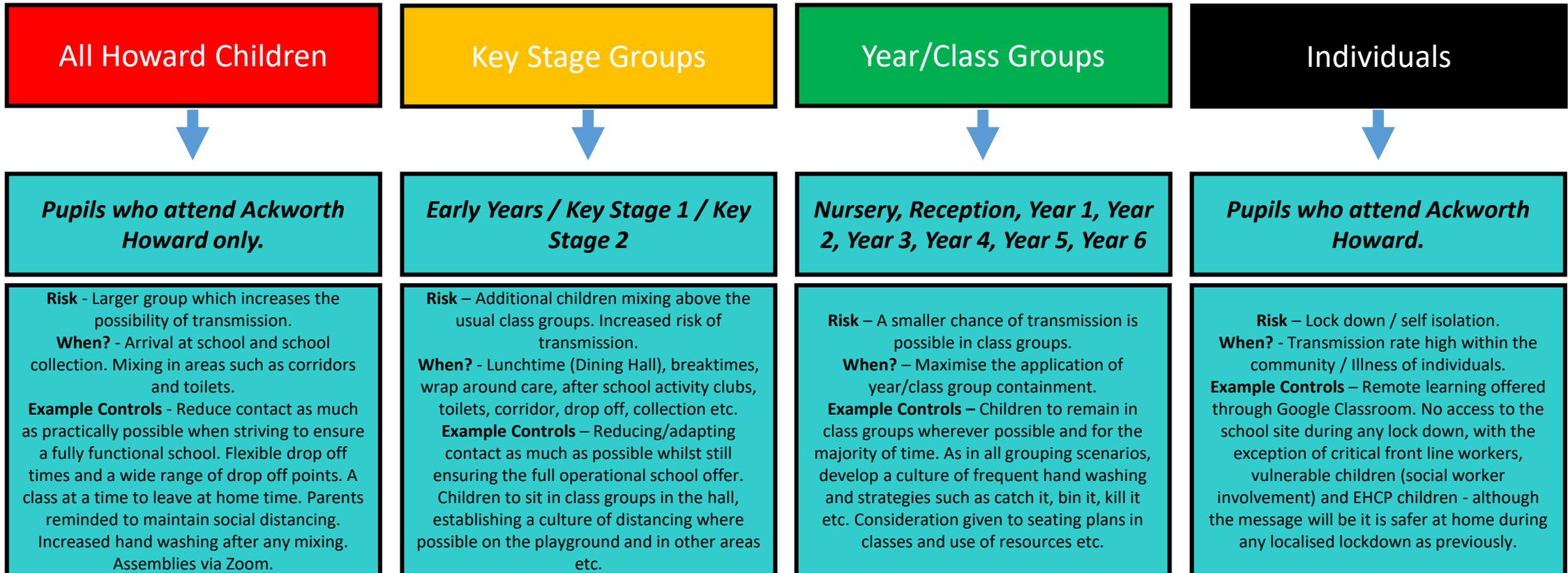
At all times when implementing additional protective measures the school's leaders will follow the advice of the local authority, the Department for Education and Public Health England.

The principle of this management plan is to ensure that every pupil at Ackworth Howard receives the quantity and quality of education and care that they would normally receive.



Outbreak Management Plan

In the event of a local or school outbreak the school will reduce contact between groups as before, illustrated below. Staff and children will be limited to movement around the school and all past Covid prevention measures will be re-introduced place.





Outbreak Management Plan

Face coverings

- Staff and visitors must wear a face mask in the corridors, staff room (unless eating/drinking), reprographics room and any other communal areas where social distancing is difficult.
- Parents advised that 1 parent must bring/collect their child only and that social distancing must be adhered to where possible and to minimise time on site. Adults entering the school site should wear a face covering, particularly in narrow access points on the grounds and where social distancing is difficult.
- Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.
- The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.

Shielding

- Shielding can only be introduced by the National government. If it is reinstated then staff who have previously shielded and are advised to do so, will be supported to work from home where possible.
- If this is a teacher then they will continue to deliver lessons remotely with the support of a teaching assistant.
- If a pupil needs to shield, then they will be provided with remote learning.

Educational Visits

- In the event of a local outbreak, the school will postpone all school trips that involve the use of transport.
- Where the risk assessment allows then local visits to outside locations would still be permissible as long as it was within a sensible walking distance of the school.
- If a trip cannot be postponed, then it will be cancelled and parents refunded any contributions that they have made.

Transition events

- Transition plans will be altered to reflect the local guidance at the time of the planned event. If transition events in Summer 2 are impacted by a local outbreak, then alternative arrangements will be made similar to plans during the height of the pandemic.

Parental attendance in school

- When school returns in September 2021 we will revert back to parents being allowed into school for meetings and events etc. If a local breakout was to occur the previous arrangements will take place such as events and meetings via Zoom.



Outbreak Management Plan

School performances/assemblies

- In the event of a local outbreak all school activities, that may have included a parental audience, will revert to online or recorded.
- All internal worships/assemblies will be held over Microsoft Teams or Zoom and class bubbles will return.

Attendance restrictions

- These will only be considered as a last resort and in consultation with the local authority and Public Health England.
- If we are advised to limit attendance due to Covid cases our remote learning plans will be reintroduced. If it is a local lockdown all children will attend unless advised otherwise. Staffing issues will be taken into consideration with each year team.

Safeguarding

- DSL meetings will increase to ensure that all children are monitored regularly. This will also focus on those pupils that are not attending and not engaging with remote learning. Appropriate steps will then be determined and actions agreed and implemented.
- A designated safeguarding lead (DSL) will be onsite during the school day to ensure that any safeguarding concerns are addressed. In the extremely unlikely event that all four DSLs or are not in school, then the Head teacher / Deputy head teacher will be available on the phone. All staff have access to these numbers and are aware of the procedures to report concerns.

Remote learning

- Should we need to restrict attendance then remote learning will be used for all pupils who are not attending the onsite provision. The school will:
 - Identify pupils and families that require IT equipment support.
 - Provide weekly work which follows the school's long-term curriculum map.
 - Provide daily Reading, Writing and Maths lessons and Zoom support where staffing allows.
 - Teachers will maintain an attendance register for all sessions and those pupils who do not attend will be contacted by the school to establish reasons for non-attendance and to offer support.



Outbreak Management Plan

Attendance of vulnerable pupils

- Where vulnerable pupils are absent, the school will:
 - Follow up with a parent or carer, working with the local authority and social worker to establish the reasons for absence and discuss concerns.
 - Encourage the child to attend educational provision and discuss benefits with parents or carers.
 - Focus discussions on the welfare of the child, ensuring that they can access appropriate education and support whilst they are at home.
 - If a vulnerable child is not attending school and is not engaging with remote learning then the Inclusion Team in conjunction with the senior leadership team will contact parents/carers daily in order to welfare check the children.

Enhanced Cleaning

- Continue the adaptations to the enhanced cleaning schedule already in place:
 - More frequent cleaning of rooms/shared areas that are used by different groups.
 - Additional cleaning hours allocated after lunch.
 - Frequently touched surfaces being cleaned more often than normal with detergents.
 - Different groups don't need to be allocated their own toilet facilities, but toilets will be cleaned more frequently and pupils will be encouraged to clean their hands thoroughly after using the toilet.
 - Where a number of positive cases occur in a short space of time, the building will be deep cleaned and fogged. The process will include, every touch point being wiped with a special antibacterial solution then all rooms being fogged.