



Roselands & Stafford
Federation

Stafford Junior School Return to School Parent Handbook

September 2020

Roselands Infant School

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Executive Headteacher: Kyra Siddall-Ward



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Stafford Junior School

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Heads of School: Mrs Simone Jackson/Mrs Carol Wallis

Dear parents/carers

We are looking forward to welcoming back our pupils and staff in September. Whilst we inevitably still face challenges ahead, we are finally in a position where we can resume the education of our children, many of whom have missed the learning, social and developmental opportunities that Stafford provides.

Whilst we are all keen to resume to total normality, we know that we are not quite there yet. However, there are some things that we can guarantee: we can guarantee that pupils will be welcomed back with open arms; we can guarantee that our teachers and staff will provide high quality, innovative and supportive lessons and we can guarantee that we have in place a thoughtful and reactive Recovery Curriculum, carefully designed to help all pupils catch up on any lost learning. Alongside this, our priority will always be to keep our pupils and staff safe and so, in line with government guidance, the attached handbook aims to outline the measures in place to create and sustain a successful learning environment through a New Normal.

Thank you for taking the time to read the measures that we have put in place to keep our pupils and staff safe. We look forward to seeing the pupils on their return to school on Monday 7 September. If you have any further questions, please email the office and they will direct the emails to the appropriate member of staff.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K Siddall-Ward'.

Kyra Siddall-Ward

Executive Headteacher

Caveat

Although we have set out the plan below for a return to school for all pupils, the duty of care to our children and staff with regards to health and safety must and will remain our priority.

The Government has now made their decision as they feel certain conditions have been met (based on the most up-to-date scientific evidence).

We will continue to make our decisions based on:

- *The school has had time to put as many health and safety measures in place as is possible (see below)*
- *The school has enough staff available to staff all of the classes*

We will always follow the latest guidance and the handbook and risk assessments will be changed accordingly.

Attendance expectations

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. Those with higher overall absence tend to achieve less well in both primary and secondary school. 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

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will be able to offer them access to remote education. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

How will school be different?

School life will be different from that before lockdown and to begin with we may find it strange and unfamiliar. However please remember that these new practices will soon become embedded in our everyday lives. It will also be very different from the practices during the time the Hub was open and during the phased return.

The safety of our families, pupils and staff is of the utmost importance to us and all of the measures below have been put in place to reduce the risk of anyone contracting the COVID-19 virus.

Prevention against Covid-19 within school

We follow the most up to date Government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- 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. Clean hands thoroughly more often than usual**
- 3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach**
- 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach**
- 5. Minimise contact between individuals and maintain social distancing wherever possible**
- 6. Where necessary, wear appropriate personal protective equipment (PPE)**
- 7. Engage with the NHS Test and Trace process**
- 8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community**
- 9. Contain any outbreak by following local health protection team advice**

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

School will follow guidance to: ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, that anyone developing those symptoms during the school day is sent home. These are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

All our risk assessments and handbooks both for staff and parents will ensure this is clear and everyone must follow this process at all times.

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be 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 should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

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.

This only applies to those who begin their isolation on or after 30 July.

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

If a child is awaiting collection, they should be moved to the medical room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.

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 standard cleaning products before being used by anyone else.

PPE must 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.

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 and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk

of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

2. Clean 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. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:

We will have **strict** hand hygiene rules; hand washing is one of the most important ways of preventing the spread of the virus and **MUST** be prioritised above everything else. The pupils will sanitise their hands before entering the building and again before leaving the building.

They will wash their hands every time they enter their bubble base, before and after they eat and they will use hand sanitiser at set times throughout the day.

Pupils will wash their hands before and after using the toilet.

Staff will follow the same hand hygiene routine as the pupils as well as additional washing of hands after cleaning any surfaces.

Each classroom will have a full range of cleaning materials and hand sanitiser which will be restocked daily.

3. 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, we will ensure that we have enough tissues and bins available in school to support pupils and staff to follow this routine.

Each classroom has tissues and there is a pedal bin in every classroom for the tissues to be placed. These will be bagged and disposed of every evening.

Catch it, bin it, kill it posters will be displayed in classrooms and corridors to remind staff and pupils of this.

It is not necessary for masks to be worn at school but we recognise that children travelling on public transport may be wearing a mask. At Stafford there will be a bin at the gate for disposable masks and pupils will put any cloth masks into a plastic bag and in their own school bag.

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

Staff in each bubble will be responsible for the cleanliness of their own work stations and key contact points e.g. door handles, light switches.

Windows in the bubble will remain open to enhance ventilation.

A range of cleaning products will be provided for this in each bubble.

Site team will maintain communal areas throughout the day and will be undertaking cleaning of handles, taps etc throughout the day.

Toilets will be cleaned regularly as they are a shared area and pupils will be reminded to wash their hands before and after using them.

At the end of each day the cleaners will complete a full clean of all areas used.

5. Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19).

Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

Bubble Groups:

Bubble groups will be set up to minimise contact between different groups within the school.

- Bubbles are formed of approximately 30 pupils and this is in line with Government recommendations to ensure safety procedures.
- Each class bubble will have a base. This will be their classroom.
- The classroom may look a little different as now each child in Year 3 - Year 6 will face forward. Children will sit next to each other but will not sit opposite each other.
- 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.
- All children will have their own learning pack and pencil case with their own labelled equipment. Other classroom equipment will be shared and cleaned regularly.
- The children will stay with their class bubble as much as possible, including play times and lunch time which will be staggered.
- Although movement around the classroom is allowed this will be minimised as much as possible.
- Where possible children will be encouraged to use the toilets at playtimes and lunchtimes.

Play times:

Play times will be very different, this is because we need to minimise the interactions between different bubble groups.

- Play times will be staggered.
- Each bubble group will have a set area in the school grounds to play in – the children will not be allowed to play in different areas.
- Children cannot play with children in different bubbles
- Games that involve physical contact will not be allowed.
- Play equipment will not be shared.

Lunch time:

- Lunch times will be staggered.
- The children will eat their lunch in their bubble base or ideally outside – weather permitting.
- The school kitchen will be open to provide lunch but they will not be providing hot meals, only a simple packed lunch.
- Free school meals children will be entitled to a packed lunch and will order it in their bubble.
- Otherwise, children will need to bring a packed lunch from home or order one from the school kitchen.
- Any items in a home packed lunch need to be easy to open to minimise touch contact.
- Bubble groups will play in the same set area of the playground / field at lunch time and play time.
- Bubbles cannot play with each other. Play equipment is closed due to cross contamination.

Behaviour Expectations:

- Children must adhere to the rules set within their bubbles. Teachers will plan PSHE lessons to support children with understanding why we have the bubbles.
- Children must adhere to the hand washing routines and will be shown how to wash their hands correctly.
- Any child who finds managing their own behaviour challenging will be given a behaviour plan and strategies will be put in place to support them. This plan will include discussions with parents..
- Children **CANNOT** leave their bubble and wander.

- School must be able to contact parents at all times.

Snacks & Water Bottles:

- Every child must bring in their own labelled water bottle. There are no cups available and the water fountains have been turned off.
- Key Stage 2 pupils will need to bring in a piece of fruit as a mid morning snack.

Book bags and other items from home:

- The children will be allowed to bring in items from home, this includes books, book bags and P.E kits but they will be asked to bring in the minimal amount as possible.
- Children will be allowed to take books home from school to read and return.

School Uniform:

- Full School uniform will be worn again from September.

Scooters and bikes:

- Your child can bring a scooter or a bike to school. They will need to put it into the bike shed themselves and observe the social distancing as they place and collect their bike/scooter.

A cashless school:

- We will be unable to accept cash for school dinner payments, all transactions must be made online.

Visitors to the school:

- Government guidance states that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.
- Parents will not be allowed in the school building without a prior appointment.
- Please email in any messages you have to staffordoffice@roselands-stafford.org and the office will pass this onto the appropriate person.
- In urgent cases parents can phone the school and if necessary an appointment may be arranged.
- All other visitors will be permitted by appointment.
- All visitors entering the school will be required to sanitise their hands.

What time will my child start and finish school?

- There will be a staggered start and a staggered finish to the school day. Each bubble will be given a time slot to arrive at and to be collected from school. It is very important that everyone is prompt.
- If driving or walking to school a member of staff will be positioned at entrances to welcome your child and escort them into the school building.
- Only one adult per child or family to be at your designated collection point at the end of the day.
- Families must adhere to social distancing guidance.
- Please ensure you arrive at the correct drop off and pick up time.
- We will not be allowing parents to remain around the school site to chat. Please leave following drop off or pick up to allow the next group of parents to walk or to park.
- Year 5 & 6 can walk to school by themselves with parent consent.
- An adult from their bubble will be there to meet all the group and take them to their classroom.
- Each bubble will have an allocated line at their entrance and exit gates with a mark where each parent stands.
- Year 3 1x parent to bring their child into the playground on the first day of their child starting school. Parents to use hand sanitizer on entry and exit.

The Class Bubbles

YEAR 6 BUBBLES	The Explorer Bubble	Roftoppers Bubble	The Wolf Wilder Bubble
Teacher	Mrs Bradley	Miss Perry	Mr Burke
Additional adults	Mrs Slater Mrs Cann		
Start time & entrance	Back gate 8.40am	Back gate 8.45am	Back gate 8.50am
Finish time & exit	Back gate 3:00pm	Back gate 3.05pm	Back gate 3:10pm

YEAR 5 BUBBLES	War Horse Bubble	Kensuke's Kingdom Bubble	Beowulf Bubble
Teacher	Mrs Porrell	Miss Coombe	Mr Collins

Additional adults	Miss Calverley Mrs Metcalfe		
Start time & entrance	Back gate 8.25am	Back gate 8.30am	Back gate 8.35am
Finish time & exit	Back gate 2:45pm	Back gate 2:50pm	Back gate 2:55pm

YEAR 4 BUBBLES	The Minpins Bubble	Matilda Bubble	The BFG Bubble
Adult 1	Mrs Lloyd	Mrs Stevens	Mrs Standing & Mrs Jones
Additional adults	Mr Coldwell		
Start time & entrance	Front gate 8.40am	Front gate 8.45am	Front gate 8.50am
Finish time & exit	Front gate 3.00pm	Front gate 3.05pm	Front gate 3.10pm

YEAR 3 BUBBLES	The Cat in the Hat Bubble	The Lorax Bubble	Fox in Socks Bubble
Adult 1	Mrs Wicker & Mrs Russell	Miss Markides	Miss Smith
Additional adults	Mrs Scott Mrs Prudziencia		
Start time & entrance	Front gate 8.25am	Front gate 8.30am	Front gate 8:35am
Finish time & exit	Front gate 2:45pm	Front gate 2:50pm	Front gate 2:55pm

Year 5 & 6:

- Children will use the back entrance in Willard Close to allow us to get children into school as quickly as possible. Please drop Year 5 & 6 children near the gates so they can then enter themselves. This will minimise the amount of traffic and alleviate parking issues at Willard Close.
- If you wish your Year 5 or Year 6 child to walk home or to meet you at a designated spot then please can you let us know this in an email via the school office.

Siblings:

- Both siblings can attend school at the same time as the earliest or latest class starts and finishes as appropriate.

Late Arrivals:

- If you are late and cannot arrive within your drop off slot then please **DO NOT** drop your child until 9.15am. Please bring your child to the main entrance gate and speak to the office. An adult will escort them to their bubble. We will not accept late arrivals prior to 9.15am.

Late Collections:

- You must be on time to collect your child at your allocated pick up slot.

Communication:

- The Department for Education supports our school across the summer on how best to communicate with parents and pupils (and staff) on what to expect on their return and the procedures and expectations in relation to the control measures schools have put in place.
- Pick up and drop off is not a time to communicate a message. Please email the office with any questions or messages.
- We will send out a weekly newsletter with any additional notices as well as news about learning.

Curriculum:

- All children will receive a broad and balanced curriculum and teachers will carefully plan the learning to meet their needs and continue to close any gaps following the lockdown period during the summer.
- There will be no music lessons due to the risk of infection. This will be reviewed regularly following new Government guidance.
- Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, 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 bubbles.
- There will be no face to face assemblies. Children will have class assemblies within their bubbles.
- There will be a weekly Celebration Assembly held virtually.

6. Where necessary, wear appropriate personal protective equipment (PPE)

The general use of PPE will not be required. 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 involves the use of PPE, in which case the same PPE should continue to be used

PPE must 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.

7. Engage with the NHS Test and Trace process

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

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

For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19 – go to testing to arrange.

If you have symptoms of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19. Tests can be booked online through the NHS testing and tracing for coronavirus website.

Staff and children, whilst at school, showing symptoms of COVID-19 will be sent home immediately.

If you are not experiencing symptoms but have tested positive for COVID-19 you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of

smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.

If you live with others, all other household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period. The ending isolation section below has more information.

If you have symptoms, try and stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.

Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or use hand sanitiser, and cover coughs and sneezes.

Consider alerting people who you do not live with and have had close contact within the last 48 hours to let them know you have symptoms of COVID-19.

Following a positive test result, you will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts.

If you feel you cannot cope with your symptoms at home, or your condition gets worse, then use the NHS 111 online COVID-19 service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.

If you develop COVID-19 symptoms again at any point after ending your first period of isolation (self or household) then you must follow the guidance on self-isolation again. The section below has further information.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Parents and staff must inform school immediately of the results of a test. This can be done via the school office.

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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' 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.

If a child/adult 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 and needs of the child, 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 must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must 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.

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 and Trace.

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

We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). School will contact the local health protection team. This team will also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended our school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with our school in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, school 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. To support them in doing so, our school will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. School does not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

What communication will school take following a positive test result?

- Contact the local Health Protection Team.
- A template letter will be sent, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

9. Contain any outbreak by following local health protection team advice

If we 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 will 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. If school is implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Contingency planning for a potential local outbreak

- School will devise contingency plans to cover a potential local outbreak. In such an event the PHE Health Protection Team or Local Authority may advise a school or number of schools to close temporarily to help control transmission.

How can I prepare my child for the return to school?

- Discuss the handbook in an age appropriate way with your child.
- Be positive with your child as they will pick up on your anxieties.
- Follow Government guidance at all times.

What else do I need to do?

Help us to keep our community safe. Please check your child's temperature before you leave your home to come to school and if they have a temperature (even if they feel well) do not come to school. Do not come to school if you or a member of your household is unwell or has any of the following symptoms:

- Continuous new cough
- High temperature
- Loss of smell or taste



Please contact the school if you have any further questions.





Protocol for responding to a **suspected case** of COVID-19

- Notified of a suspected or a positive COVID19 test result for a member of staff or a pupil:-
Public Health England for advice before a decision is made regarding any action and prior to notifying staff and parents. Telephone – 0344 225 3861, Option 3 Option 1
2. email the LA to inform them of the decision(s) made - COVID19.SchoolsInformation@eastsussex.gov.uk

If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) at Roselands Infant School they will be sent home and advised to follow the [Government COVID-19 stay at home guidance](#).
This guidance sets out that they must self-isolate for at least 7 days and should [book a test](#). Other members of the household (including siblings) should self-isolate for 14 days.

Whilst waiting to be collected by their parent/carer a pupil showing COVID-19 symptoms will wait in the **Medical Room**

NB: This should be 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 the pupil needs to go to the bathroom while waiting to be collected, they will use the **medical room toilet/bathroom**. This bathroom will be cleaned using standard cleaning products before being used by anyone else. Staff carrying out the cleaning should use PPE that is available in the medical room.

If a pupil needs direct personal care until they can go home, PPE should be worn by the supervising adult if a distance of 2m cannot be maintained. If direct contact is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment identifies a risk of fluids entering the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

If a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs) then suitable PPE is available from the medical room.

In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

Staff who have helped someone who was unwell with symptoms of Coronavirus do not need to go home themselves unless; (i) they develop symptoms (and in which case, they should [book a test](#)), or (ii) the child subsequently tests positive, or (iii) they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Staff carrying out the cleaning should use PPE that is available from the medical room.

The [NHS website](#) provides advice on the main symptoms of COVID-19

Government guidance:

[DfE Guidance for full opening: schools](#) – See Section 1 'Public health advice to minimise coronavirus (COVID-19) risks'

[Coronavirus / Covid-19: Implementing protective measures in education](#) - See 'Additional Questions' section at the bottom of this guidance

[COVID-19: Cleaning in non-healthcare settings outside the home](#) – Guidance for cleaning, disinfection and PPE to be used during cleaning

Protocol for responding to a **confirmed case** of COVID-19

If schools are notified of a suspected or a positive COVID-19 test result for a member of staff or a pupil:-

1. **contact Public Health England for advice before a decision is made regarding any action and prior to informing staff and parents.** Telephone – 0344 225 3861, Option 3 Option 1
2. **email the LA to inform them of the decision(s) made** COVID19.SchoolsInformation@eastsussex.gov.uk

The [NHS website](#) provides advice on the main symptoms of COVID-19

If you receive a report of a pupil being diagnosed with COVID-19, sensitively ask for proof of their positive test. A parent should be able to share a screenshot of the confirmation they received via text following the test. Where this is not possible the report must be treated as genuine.

Reports of a positive test from staff members will not require proof to be supplied.

When someone tests positive inform advise their households to follow the [Government 'Stay at home' guidance](#).

Having been notified of a positive COVID-19 test result for a member of staff or a pupil, use the contact details above to **contact Public Health England as soon as possible for advice** then contact and update the LA.

Inform parents, staff and governors using letter templates and advice given by Public Health England.

Based on the advice given, 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.

Do not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow the [Government 'Stay at home' guidance](#)

Remind all staff and parents of their responsibility to understand and engage with the NHS Test and Trace process. They should be ready and willing to:

- (i) [book a test](#) 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.
- (ii) **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 and Trace
- (iii) [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Continue to work with the local health protection team.

Should the school have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak and PHE will advise on any further actions

If schools are implementing controls from DfE guidance, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

Taken from [Guidance for full opening: schools](#)