

**Whole School Normal Operating Procedures
Checks and Balances:
Responding to COVID-19 - Parent Handbook**



Version 1 – 3rd June 2020

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Related Reference Documents on Gov.uk

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures>

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

By sending their child into school, it is assumed that parents/carers agree to adhere to the information and guidance in this Parent Handbook.

Introduction

The past few months have been challenging for the whole school community; pupils, parents/carers and staff alike. Imposed restrictions to daily life have forced us to quickly adopt different ways of working, learning and connecting with each other.

Whilst the COVID-19 crisis has brought unprecedented challenges, we have been humbled by the actions of our fantastic staff team in ensuring that our pupils, and their families, have remained fully supported. Parents, carers and professionals have consistently told us how the interventions and support put in place by our team have made a positive difference to pupils' wellbeing and learning.

During this time, we have stayed in touch with all parents/carers, whether by phone, email or ClassDojo. We know that, at times, this period at home has been challenging for pupils and their parents/carers. However, it has been uplifting to hear success stories from home, where parents and carers have reported their child learning new skills and gaining new experiences.

Throughout this crisis, Foreland Fields School has remained open to children of critical workers and our most vulnerable pupils. Staff have continued to support these pupils and, in turn, support the national effort to ensure that vital services are able to lead the fight on the virus. We would like to extend our thanks to the staff team for their dedication during these difficult times.

Now, as we look towards extending our provision, we need to ensure that all of the hard work that has been done to fight the virus nationally (and globally) is not undone.

We therefore ask that all parents/carers read this handbook in order to familiarise themselves with new ways of working at Foreland Fields School in order to promote the health and safety of all members of the school community.

A copy of this handbook can be found on the school website. Any further updates will be posted on the school website clearly showing the version and date.

Foreland Fields School – Reducing The Transmission Risk

Public Health England (PHE) is clear in that if schools adopt small working groups and, crucially, if they also apply regular hand cleaning, hygiene and cleaning measures as well as handling potential cases of the virus as per their advice, then the risk of transmission will be lowered.

In line with this guidance, Foreland Fields School is reducing the COVID-19 transmission risk by ensuring all pupils and staff only mix in a small, consistent group. Each class will normally

comprise of a Teacher, Teaching Assistants and, where required, Midday Meal Supervisor. It is important that the class stays away from other people and groups. Our planning, therefore, prevents classes from coming into contact with each other.

Where it is possible to keep children and staff 2 metres away from each other, and it is safe to do so, staff will encourage social distancing. Whilst we fully appreciate that social distancing in our school context is very difficult, staff will do everything they can to promote it, including modelling it in their own practice. Guidance states that the principle of halving classes should normally apply. At Foreland Fields School, in order to promote and support social distancing, currently no class has more than 4 pupils.

COVID-19 (Coronavirus) Symptoms

Any measures we, as a school, put in place are only effective if all members of the school community act responsibly and pay attention to the latest advice and guidance.

No child or adult should attend school if they are displaying any of the symptoms below:

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Government guidance requires us as a school to consult with Public Health England (PHE) if any child or adult on our site develops or displays any of these symptoms. The normal course of action advised by PHE, in recent weeks, has been that the pupil is isolated at school (whilst supported by a member of staff), and sent home immediately. Parents/carers are then asked to use the NHS 111 site in order to request a COVID-19 test. The school is happy to help with booking a test if support is requested. School will request an electronic copy of the test result prior to the pupil returning to school.

In this scenario, if the individual tests negative they can return to school. However, **in the event of a positive test result, they must self-isolate at home for seven days** and follow the guidance available online: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Test and Trace

In the event that an individual tests positive for COVID-19, they (or their parents/carers) 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. Anyone else in the household must also self-isolate for 14 days.

Other individuals who have had close contact with the person that tested positive will need to self-isolate for 14 days. In most cases this will include the rest of their class or group, however, Public Health England will support the school to identify those close contacts who will need to be advised to self-isolate, and any further testing required.

Government advice is that anyone told to self-isolate through Test and Trace does not need to get tested for the virus unless they develop symptoms. However, if they do get tested, and if the test result is negative, individuals must still complete the 14-day self-isolation period as the virus may not yet be detectable - **this is crucial to avoid unknowingly spreading the virus.**

Parents/carers must ensure they adhere to the guidance if their child is contacted through Test and Trace and **do not, under any circumstances, send their child into school until the period of isolation (14 days) has been completed.** Parents are asked to notify the school if their child is contacted to self-isolate.

At this time, we request that parents/carers do not send their child to school if they are ill with any other symptoms, particularly those that might be confused with COVID-19.

In order that we can contact parents to pick up their child should we need to, it is vitally important that parents/carers are contactable by phone at all times. Could all parents/carers please ensure the school has 2 current contact numbers for the school to use in an emergency.

1. NET CAPACITY AND ORGANISATION OF TEACHING SPACES

- In order to best enable social distancing, the net capacity of our school has been reduced. This means that the overall number of pupils on site at any time will remain low, until Government guidance, and our own risk assessment, indicates it is safe to increase numbers. Decisions will take into account, amongst many factors, pupil need types (including underlying health issues) and the physical spaces of the school.
- At this point, our risk assessment indicates that a maximum class size of 4 will be employed. This class number may be reduced if pupil need indicates that this is required. At such point that the national guidance changes it may be possible to increase class sizes.

2. TRAVEL

- We are working to reduce any unnecessary travel on coaches, buses or public transport.
- **We would like to encourage parents/carers to drive or walk wherever possible rather than use public transport.**
- **Parents/carers are asked that if their child needs to be accompanied to the education or childcare setting, only one parent/carer attend with them.**

- Where it is not possible for your child to walk or be driven to school by car, we are working with Kent County Council and our transport providers to ensure school transport is COVID secure.

3. ARRIVAL TO AND DEPARTURE FROM SCHOOL

Start of the day

- The start of the day will be staggered to enable social distancing and prevent any large gatherings from forming:
 - **Minibuses arrive at 8:30am**
 - **Parents/carers who drive to arrive at 8:45am**
 - **Parents/carers who walk to arrive at 9:00am**
- **Parents/carers will drive into school via the minibus entrance** and be directed to drop off in front of the school entrance. Parents should expect that, at times, there will be a short queue. This process will be marshalled by school staff. **Parents/carers who bring pupils to school by vehicle will be instructed not get out unless they are helping their child out of the car.** They will be instructed to wait for a staff member to arrive to escort their child directly into school.
- **Parents/carers bringing their child to school on foot will be asked not to arrive before 9.00am (when the school pedestrian gate will be opened).** In order to promote social distancing **parents should use the markings to ensure appropriate distance (2 metres)** between themselves and others.
- **Parents/carers should not enter Reception or any other part of the school building.** They should approach a staff member, ensuring appropriate social distance (2 metres) whilst outside, should they have an enquiry or wish to speak to a specific member of staff.
- **Parents/carers should leave the school site by using the zebra crossing directly in front of reception** to avoid going back past those still queuing.

End of the day

- The end of the day will be staggered to enable social distancing and prevent any large gatherings from forming:
 - **Parents/Carers who walk to arrive at 2:15pm**
 - **Parents/Carers who drive to arrive at 2:30pm**
 - **Minibuses arrive at 2:45pm**
- **Parents/Carers will drive into school via the minibus entrance** and pick up their child in front of the school entrance. This will be marshalled and parents will be told to expect that at times there will be a small queue.
- Parents/carers collecting pupils from school by vehicle will be asked not to get out of their car and to wait for a staff member to bring their child to the car.
- If a pupil is not ready, parents will be directed towards a parking bay to wait in their car and their child will be brought to them.

- If parents/carers wish to talk to a member of staff, they will be asked to stay in their car and ask for assistance when they arrive at the crossing area directly in front of reception. They will then be directed to a parking bay and a member of staff will come to assist.
- Parents/carers arriving by car must not arrive early (not before 2.30pm). Parents/carers collecting their child from school by foot should not arrive until 2:15pm, when the pedestrian gate will be opened.
- Parents should follow the markings on the pavement to the side of the main entrance to queue, whilst ensuring appropriate social distancing (2 metres).
- Parents/carers will be asked to leave with their child by using the crossing in front of the school, to avoid going back past those still queuing.

First Leap Nursery

Start of the Session

- Parents/carers are asked that if their child needs to be accompanied to the nursery, only one parent/carer attend with them.
- Parents/carers of First Leap Nursery pupils arriving by car should arrive at 9.30am. They should park outside the main entrance in the marked parking bays and wait for staff to come and collect the children. Parents/carers should only get out of their car to help their child out of the vehicle.
- Parents/carers of First Leap Nursery pupils walking should arrive at 9.45am. They should wait at the First Leap Nursery entrance gate, ensuring they use the yellow lining to distance themselves from others. Once their child has been collected, parents/carers should leave the site by continuing past reception and over the zebra crossing to avoid having to pass other people who are queueing.

End of the Session

- Parents/carers of First Leap Nursery pupils walking should arrive at school at 12.30pm to collect their child. They should wait at the nursery entrance gate for their child to be brought to them by nursery staff, using the 2 metre markings to ensure social distancing. They should leave the site by continuing past reception and over the zebra crossing to avoid having to pass other people who are queueing.
- Parents of First Leap Nursery pupils picking their child up by vehicle should arrive at 12.45pm and wait in the parking bays for their child to be brought out to them. Parents/carers should only get out of their car to help their child into the vehicle.

4. MOVEMENT AROUND THE SCHOOL

- We are putting in a large range of measures to minimise movement around the school.
- No large gatherings are allowed and there is very limited and controlled use of any shared spaces. Only a small number of rooms within the school building will be in use.
- Classes will have their own allocated toilets.

5. CLASSROOM ORGANISATION AND HOME-SCHOOL CONTACT

- In class, and across the whole school, we have put in place enhanced cleaning procedures and minimised the total amount of furniture and equipment in any room to support good hygiene and thorough cleaning.
- **We are trying to minimise the transfer of items between home and school**, so at this time, **we are no-longer using home –school contact books**, but are making use of Phone calls, ClassDoJo and email as an alternative. Please support this by not sending in personal items such as toys, books, stationary etc.
- This minimisation of the transfer of items also applies to medication, where possible. Please consult with Jeremy Edwards or Chris Holmes as required.
- **Lunchboxes and school bags brought into school to be wipe clean not fabric.**

6. PUPIL BEHAVIOUR

Challenging behaviour

- The risk of transmission associated with physical intervention means that we are required to make additional risk assessments for the safety of pupils and staff.
- Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety, the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning, 1:1 provision, reduced attendance or off-site provision (home learning).
- We will continue to give appropriate, clear messages to pupils regarding expected behaviour.
- We will continue to follow each pupil's behaviour plan, paying particular regard to proactive strategies, in order to prevent escalation. Where these plans include possible physical intervention, the risk assessment described above will come into effect.
- **If challenging behaviour persists, despite use of proactive strategies, and it places the child and others at risk, parents will be called to collect their child.**

Pupil behaviour that constitutes a risk to good hygiene and COVID-19 transmission e.g. spitting and/or smearing

- Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning, 1:1 provision, reduced attendance or off-site provision (home learning).

7. BREAKS AND LUNCHTIME

- Our Outdoor play spaces are still in use, but only by one class group at a time and with enhanced cleaning between uses.
- External areas are designated for different groups (only one group per external area at a time).

- The outdoor playground surfaces are disinfected daily by the site team and key surfaces are cleaned by staff prior to playground use by each individual class team.
- School dinners are currently being eaten in class to reduce social mixing.

8. HYGIENE AND PERSONAL PROTECTIVE EQUIPMENT

School Hygiene:

Handwashing

- Handwashing is one of the most powerful forms of protection against COVID-19. We will continue to maintain high standards of handwashing in terms of frequency (minimum 6 times a day) and quality (for 20s following NHS guidance on techniques).
- Teachers and TAs will continue to actively teach handwashing techniques and supervise as appropriate. Hand washing occurs on arrival, after the toilet and before and after eating. Also, when transitioning between areas of the school and activities as well as other times across the day.
- We have hand sanitiser available across the whole school in addition to the basins and soap used for standard handwashing.

Clothing

- School uniform is not compulsory for pupils at this time. **Pupils must arrive daily in a complete set of freshly laundered clothing.**
- Sometimes, due to their needs, our pupils require access to a spare set of clothes. **If your child is likely to need a spare set at school, please pack these in their bag.** If this spare set are not needed during the course of the day, they will remain in their bag. **We are unable at this time to provide spare clothing from school.**

Personal Protective Equipment (PPE)

- Parents/Carers should be aware that staff will be using enhanced PPE during routine school procedures such as changing a child, giving medication, feeding 1:1 or via Gastrostomy. This is to protect both the child and staff member during this time of close physical proximity. Staff have always used aprons and gloves, but will now also use surgical face masks during these times.

Changing

- Please can parents/carers whose child needs to be changed and normally have continence products at school **only send in new, sealed packs of continence products to school.** These will be stored in class and away from changing areas. **Existing supplies of continence products that were held in school have been disposed of as part of the deep clean that the school has undertaken.**

Pupils with excess saliva

- Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety, the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning, 1:1 provision, reduced attendance or off-site provision (home learning).
- Pupils who have difficulty with excessive saliva as a function of their SEN will have the following strategies applied as appropriate to their individual case:
 - Saliva bib/scarf as appropriate to pupil age.
 - Saliva medication as advised and prescribed by the NHS.
 - Additional PPE will be employed when supporting the child. Staff will use disposable gloves with a clean tissue/scarf/bib to clean the saliva.
- **We ask that for any pupil who have their own bibs/scarves that parents/carers provide spare items for use throughout the day.**
- Spare clean clothing, from home, may also be appropriate for those who require changing throughout the day.

9. ACTIONS TO TAKE IF YOU, A MEMBER OF YOUR FAMILY OR YOUR CHILD SHOWS COVID-19 SYMPTOMS. ACTIONS TO TAKE IF CONTACTED VIA THE GOVERNMENT TEST AND TRACE SYSTEM.

- **Any pupil displaying symptoms of COVID-19 should not come to school.** We will continue to update parents/carers regarding signs and symptoms of COVID-19.
- **Parents/carers should notify the school if they, their child or a family member has COVID-19 or suspected COVID-19 / symptoms of COVID-19.**
- **Parents/Carers should notify the school if they receive information via the Governments Test and Trace programme that they or their child has been in contact with a confirmed COVID-19 case (See ‘Test and Trace’ detail in introduction to this document).**
- Parents should keep checking emails, letters, the school website and ClassDojo for updates on COVID-19.

10. ACTIONS IF THERE IS A SUSPECTED CASE OF COVID-19 IN SCHOOL

- **If any pupil, or members of that child’s family, is displaying any symptoms of COVID-19 the child should not attend school.**
- Any pupil with any of the symptoms listed on the DfE / NHS websites is to be sent home.
- If a child shows symptoms of COVID-19 whilst at school, they will be isolated in the small therapy room, supported by a member of our staff team, who will be wearing PPE (gloves, apron, face mask and eye protection).
- **Parents will be contacted as a matter of urgency and told they must collect their child immediately if they are showing symptoms of COVID-19.**
- If a pupil vomits, the room must be immediately vacated and locked and procedures, as below, followed.

- A Public Health England (PHE) referral will be made by the Headteacher or Deputy Headteachers and all guidance followed.
- **Parents will need to use the NHS 111 site to triage their child's case and ensure that they are tested for COVID-19.**
- If the school feels that a child is displaying any signs of COVID-19, they will act immediately, following the above guidelines. **The school will always err on the side of caution in regards to a child displaying any of the symptoms following the Government and PHE guidelines.**

In order that we can contact parents to pick up their child should we need to, **it is vitally important that parents/carers are contactable by phone at all times.** Could all parents/carers please ensure the school has **2 current contact numbers for the school to use in an emergency.**