

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



**Version 1.8 – 29<sup>th</sup> January 2021**

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## Related Reference Documents on Gov.uk

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<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>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/953215/Guidance\\_for\\_special\\_schools\\_specialist\\_post-16\\_providers\\_and\\_alternative\\_provision\\_during\\_the\\_national\\_lockdown.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/953215/Guidance_for_special_schools_specialist_post-16_providers_and_alternative_provision_during_the_national_lockdown.pdf)

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>

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

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

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

**In order to ensure the safety of all pupils, students staff parents and carers, it is important that all parents/carers read and adhere to the information and guidance in this Handbook.**

## **Introduction**

Whilst we are in lockdown, and the prevalence of coronavirus (COVID-19) has again increased, the balance of risk remains in favour of vulnerable children remaining in school. As we look towards managing our provision in these difficult times we will need to ensure that we remain COVID secure. The measures we have put in place now need to be extended.

The core national messages remain in place, “Hands, Face, Space”.

<https://coronavirusresources.phe.gov.uk/Hands-Face-Space-/resources/>

New measures in place to further reduce the risk of transmission include, the introduction of Lateral Flow Testing (LFT) and the reduction of the number of pupils/students and staff on site.

We ask that all Parents/Carers read this handbook in order to familiarise themselves with the 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**

It is important that all parents/carers, staff and all other stakeholders adhere to the control measures we have put in place in order to play their part in reducing the COVID-19 transmission risk.

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.

## **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, or any members of their household, 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.

Remember - If your child, or a member of your household, is isolating due to being symptomatic, then you need to isolate as well until either the symptomatic person's test results are returned as negative or your isolation period comes to an end.

Government guidance requires us a school to consult with the DfE/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 the DfE/PHE 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 book a test online or by phoning 119.

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

The school is happy to help with booking a test, if support is requested. Please contact school with the result of the test as soon as possible. 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 ten days** and follow the guidance available online:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

## Test and Trace

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

In the event that an individual tests positive for COVID-19, they (or their Parents/Carers) will be asked to provide information about recent close contacts. Anyone else in the household must also self-isolate for 10 days.

Other individuals who have had close contact with the person that tested positive will need to self-isolate for 10 days. In the school context, in most cases this will include the rest of the child's class, group or bubble. 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 10-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 (10 days) has been completed.** Parents are asked to notify the school if their child is contacted to self-isolate.

**Parents/carers should not confuse this process with the serial Lateral Flow Testing offered in the event of a positive asymptomatic test at school. See the section below on Asymptomatic Lateral Flow Testing for further detail.**

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 CLASS GROUPS/'SOCIAL BUBBLES'**

- In lockdown we have reduced the net capacity of the school to ensure that there are less pupils and staff on site at any given time. At times this will mean some pupils on part-time timetables and some staff working from home.
- Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children and those with SEN, cannot socially distance from staff or from each other and this provides an additional protective measure. 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.
- We have put classes together in bubbles of 1 or 2 classes. The smallest bubbles (single classes) have been created to protect our most vulnerable pupils. This means keeping pupil and staff groups as consistent as is possible and pupils not mixing with staff or pupils from outside of their own department.

## **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. Any parent/carer who has no other option than to use public transport is asked to speak to a member of the leadership team.**
- **Parents/carers are asked that if their child needs to be accompanied to the education or childcare setting, wherever possible 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**

- **Parents/Carers/Staff are all asked to wear masks when dropping off/collecting pupils.**
- 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 8:40am**
  - **Parents/carers who walk to arrive at 8:45am**
- **Parents/carers will drive into school via the minibus entrance** and be directed to park in a parking bay. Parents/carers travelling by car should not arrive before 8:40. Parents should expect that, at times, there will be a 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 8:45am (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. The pedestrian gate is the only entrance to school via foot.
- **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. We politely request that in order to ensure a good flow of traffic that conversations at this time of day are kept to a minimum.
- **Parents/carers on foot should leave the school site following the one-way system marked with arrows across the zebra crossing directly in front of reception** to avoid going back past those still queuing.

#### **End of the day**

- **Parents/Carers/Staff are all asked to wear face coverings when dropping off/collecting pupils.**
- The end of the day will be staggered to enable social distancing and prevent any large gatherings from forming:
  - **Parents/Carers who drive to arrive at 2:30pm**
  - **Parents/Carers who walk to arrive at 2:35pm**
  - **Minibuses arrive at 2:45pm**

- **Parents/Carers will drive into school via the minibus entrance** and will be directed to a parking bay. This will be marshalled and parents will be told to expect that at times there will be a 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 them.
- 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 2:35pm, 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 on foot should leave the school site following the one-way system marked with arrows across the zebra crossing directly in front of reception** to avoid going back past those still queuing.

### **First Leap Nursery**

#### **Start of the Session**

- **Parents/Carers/Staff are all asked to wear face coverings when dropping off/collecting pupils.**
- Parents/carers are asked that if their child needs to be accompanied to the nursery, only one parent/carer should attend with them.
- Parents/carers of First Leap Nursery pupils should arrive no earlier than 9am (morning session) or 12:40pm (afternoon session). They should wait at the First Leap Nursery entrance gate, ensuring they use the yellow lining to distance themselves from others. Here they will be met by a member of staff who will direct them to the Nursery. Parents/carers should leave the site adhering to social distancing protocols.
- **Parents/Carers will drive into school via the minibus entrance** and should park leaving at least one bay between each car.

#### **End of the Session**

- Parents/carers of First Leap Nursery pupils should arrive at school at 11:50am (morning session) or 3:30pm (afternoon session) 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.

## **4. MOVEMENT AROUND THE SCHOOL**

- We have put in a 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.
- Classes, wherever possible, use their own allocated toilets within a department bubble.
- Subject specialist rooms are being used as staff rooms alongside the actual staff room. This is in place to maintain bubbles and reduce social mixing.
- Face coverings are worn by staff when moving around the school in corridors.

- The school maintains a register of visitors and the contacts they have had around the school which could be used in the event of a positive test. This information will be passed on to the Government Test and Trace.
- Visitors will wear a face covering for the duration of their visit unless the nature of their work (e.g. SALT, working with pupils) determines otherwise. Where the work of a Therapist is negatively impacted by wearing a face covering they should wear a face shield and socially distance - working in tandem with the class based staff who can complete any manual guidance required.

## 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.
- It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and stationery. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.
- Home school contact books can be used.

## 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 may 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 playground spaces are still in use, but only by class bubbles at a time and with enhanced cleaning between uses.
- Class bubbles have a designated outdoor learning space directly outside their rooms.
- The outdoor playground surfaces are disinfected daily by the site team and key surfaces are cleaned by staff prior to playground use by each department team.
- All meals at lunchtime, both packed lunches and school dinners, will be 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

- We expect all pupils, wherever possible, to come to school in their uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- 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 or when undertaking Aerosol Generating Procedures. 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 send in new, sealed packs of continence products to school.

#### **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:**
  - 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.
- **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 household 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 must 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 and 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.**
- **Parents will need to book a test for their child online: <https://www.gov.uk/get-coronavirus-test>. This can be a test at a centre or to arrange delivery of a home test kit.**
- 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.**
- Public Health England are clear that the routine taking of temperature of pupils is NOT recommended as it is an unreliable method for identifying coronavirus.

## 11. POLYMERISE CHAIN REACTION (PCR) TESTING

- Any child displaying COVID-19 symptoms during the day will be sent home to isolate. Parents/carers will be advised to arrange for their child to have a PCR test.
- In all confirmed cases, DfE/Public Health England will be consulted and their advice adhered to.
- If the child tests negative they can return to school. However, in the event of a positive test result, they must self-isolate at home for 10 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>.
- In the event that a child tests positive for COVID-19, they (or their parents/carers) will be asked to provide information about recent close contacts.
- Other individuals who have had close contact with the person that tested positive will need to self-isolate for 10 days. In most cases, this will include other staff and pupils from their bubble. 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 10-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 that their child adheres to the guidance if they are contacted through Test and Trace and do not, under any circumstances, come into school until their period of isolation (10 days) has been completed. Parents/carers are asked to notify the school if their child has been instructed to self-isolate.

## 12. ASYMPTOMATIC LATERAL FLOW TESTING (LFT) IN SCHOOL

- As of December 31st, in response to the Government direction and guidance on implementation of Rapid Asymptomatic Testing in schools, the SLT has put in place a test centre. The test centre is situated in the 6th Form common room and has been isolated from the rest of the school. Staff and pupils at the Garlinge satellite provision will access the asymptomatic testing facility at the Ramsgate/Birchington LFT sites.
- Any Pupil or member of staff that tests positive from a Lateral Flow Test will be sent home immediately (Pupils will isolate in the COVID response room prior to being collected by a Parent/Carer). The pupil/staff member will remain at home for the 10-day isolation period.
- Any Pupil or staff member who has been a contact (worked in the same bubble as) of a pupil or staff member who has tested positive on a Lateral Flow Test must isolate at home for 10 clear days. This is new guidance following the pausing of serial contact testing in schools by the DfE on the 20<sup>th</sup> January.
- The school will continue to test secondary age pupils twice, three days apart on their return to school, where they give permission and are able to self-administer. We are not currently able to assist pupils that cannot self-administer but we continue to work with the DfE and NHS to find a possible way forward with this. Pupils that need support to swab should be tested at a local rapid test centre, with parental/carers assistance, prior to their return to school, and then again three days later.
- The national testing programme is voluntary but essential in the nation's fight against the global pandemic, and in keeping our school community safe.

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.**