

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



**Version 2.5 – 27<sup>th</sup> January 2022**

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### Related Reference Documents on Gov.uk

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

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

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

**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

As coronavirus (COVID-19) becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to most children are extremely low. All adults have been offered two doses and a booster vaccine. Young people aged 12 and upwards have also been offered the vaccine. Emerging evidence suggests that the Omicron variant is more readily transmissible, but has a reduced impact on hospitalisations and deaths.

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

We 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. **Parents/carers can also read the school Risk Assessment on the school website, which acknowledges that national and local cases have risen again and may rise further. Therefore, the final section of the risk assessment contains a contingency plan, which will be enacted based on DFE/UK Health Security Agency (UKHSA) advice.**

**A copy of this handbook can be found on the school website and on KLZ SharePoint. Any further updates will be posted on the school website and KLZ 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.

### Key Control measures

The school will:

1. **ensure good hygiene for everyone**
2. **maintain appropriate cleaning regimes**
3. **keep occupied spaces well ventilated whilst maintaining comfortable temperatures**
4. **follow Government advice on testing, self-isolation and managing confirmed cases of COVID-19**

Parents and Carers of secondary aged pupils can support the school effort to reduce risk of COVID transmission **by continuing to engage in the programme of twice weekly home lateral flow testing** and then sharing these results with their class teacher via Dojo or the home school contact book. Your support in this is appreciated and will contribute to keeping your child, their friends, yourselves and ourselves safe.

## 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 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.
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- Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case, instead they should take a rapid lateral flow device (LFD) test every day for 7 days. If any of these LFD tests are positive the person should self-isolate and book a PCR test via [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-a-free-pcr-test-to-check-if-you-have-coronavirus) or by calling 119. Further guidance can be found at [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/contact-tracing-for-people-with-confirmed-coronavirus)

Any pupil who develops symptoms at school is isolated in the COVID response room (whilst supported by a member of staff who wears PPE) and sent home immediately. Staff are asked to leave the school site immediately. Staff/Parents/Carers are then asked to book a PCR 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/>

In this scenario, if the individual tests negative **on a PCR test** they can return to school. However, in the event of a positive test result, they must self-isolate at home for 10 days. **It is now possible to end the isolation after 5 full days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the 5th day, with the second take at the start of day 6.** The decision as to whether pupils/students return to school after 5 full days will be taken in consultation with school leaders, in line with national guidance and the vulnerabilities of the identified class/students/staff. Parents/Carers should follow the guidance available online: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

**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 be advised by staff, to ensure the school has 2 current contact numbers for the school to use in an emergency.**

## Test and Trace

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>  
<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#how-nhs-test-and-trace-works>

In the event that an individual tests positive for COVID-19, they will be asked by test and trace to provide information about recent close contacts.

Parents/carers should notify SLT if they, their child or a family member has COVID-19 or suspected COVID-19 / symptoms of COVID-19.

**The school will be monitoring numbers of suspected and confirmed cases in to enable us to liaise with the Local Authority, DfE and UK Health Security Agency (UKHSA) in the event that the schools contingency plan for a substantial rise in cases needs to be brought into action.**

### **1. NET CAPACITY AND ORGANISATION OF TEACHING SPACES**

All pupils are expected to attend/work school onsite, with the only exceptions being those CEV pupils who are self-isolating on advice of their Doctor/Consultant and those who are isolating as they have currently tested positive for COVID-19.

The mitigation against the risk of the enhanced net capacity is the roll out of the national vaccination programme, where the majority of school staff and an increasing number of secondary and 6<sup>th</sup> form aged pupils have now been vaccinated. Additionally, the home testing capacity and the small onsite testing capacity will test staff and secondary age pupils, further reducing transmission risk. The control measures described above and below remain in place to minimise risk of transmission.

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.

**Whilst schools no longer operate bubble systems, our school has a smaller population and is naturally divided into department groups. Following in school review we have also adjusted some aspects of the school day. This means that many events which involve mixing of large numbers of pupils/students have been adjusted to better reflect our pupils needs. School break, lunch times, and assemblies will all be needs led. This means that the pupils will have a better, more successful educational experience with the added benefit of being more Covid secure.**

## 2. TRAVEL

- The school encourages parents/carers without school transport to use active travel, walking and cycling wherever possible.
- From 27th January staff and pupils should follow the wider advice on face coverings, which includes transport. Children and young people aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college. Children with SEN are exempt from this guidance, unless choosing to wear a face covering.
- Drivers and passenger assistants will not normally require personal protective equipment (PPE) on home to school transport. However, where the care and interventions that a child or young person ordinarily receives on home to school transport required the use of PPE before COVID-19, that should continue as usual.
- School transport should follow all control measures including face coverings, where recommended, hand hygiene, respiratory hygiene (catch it, bin it, kill it), cleaning regimes/schedule for the buses and allowing fresh air into vehicles when occupied.
- School transport will follow all guidance in relation to testing, self-isolation and managing confirmed cases.

## 3. ARRIVAL TO AND DEPARTURE FROM SCHOOL

- Whilst the school contingency plan remains active due to high numbers of positive COVID cases in the school community staff should wear face coverings when collecting pupils from transport/parent/carers.
- The risk of transmission will be reduced by ensuring that all parents/carers remain outside of the building and are spread about the site to reduce crowding.
- The school day is no longer staggered. Doors will open at 8.30am, with school starting at 8.40am, and ending at 2.50pm.
- From September, the school will close every Thursday at 2.00pm in order to allow time for staff training and ensure opportunities for staff to meet to discuss pupils, provision and development.
- Pupils/students will no longer be collected from their cars.
- Nursery and Infant pupils should enter through the Infant gate, waiting on the new hard surface area and will be directed by staff to the appropriate place for their child to be collected.
- Junior pupils will be collected from outside the main reception entrance.
- Key Stages 3, 4 and 6th Form will be collected from outside the main secondary entrance.

## 4. MOVEMENT AROUND THE SCHOOL including visitors

- Parents or external visitors are to be invited or allowed into reception via prearranged meetings wherever possible. Online meetings should occur when this is possible.
- Visitors will be asked to evidence a negative lateral flow test no more than 2 days prior to their visit. They will have their temperature taken on arrival.

- Face coverings are no longer advised for secondary pupils, staff and visitors in classrooms or in corridors /communal areas. From 27th January staff and pupils should follow the wider advice on face coverings.  
<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>
- The school will continue to enact its contingency plan, where covid cases dictate and as such staff will be encouraged to wear face coverings in communal areas such as corridors and staff rooms (except when eating and drinking), this will include when collecting pupils from transport/parents.
- Reception Area cleaned daily, especially touch surfaces such as the staff sign in area, the door opening button and all door opening surfaces and handles.
- Alcohol gel dispenser available at sign in and prior to entering admin corridor.

## 5. CLASSROOM ORGANISATION

- The key to being Covid secure in all classes and activities is to follow the overriding control measures. This means we will be keeping rooms well ventilated (whilst maintaining comfortable temperatures), maintaining cleaning schedules in class, with a particular focus on those items which are touched most regularly e.g. sensory toys and IT equipment, using catch it, bin it, kill it and maintaining high standards of hand hygiene through regular hand washing.
- The curriculum is in normal operation. This means all shared rooms are available, all in-house therapeutic activities are fully functioning and risk assessed offsite educational visits are taking place.

## 6. PUPIL BEHAVIOUR

### Challenging behaviour

- 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

- Where necessary, 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

- Breaks and lunchtimes are split into department groups and use a variety of areas around the school. This means mixing between classes and total pupil numbers in any space at a given time is reduced. This also enables higher quality support in the key curriculum area of play.
- Pupils currently eat dinner in class. Lunchtime is part of our curriculum and pupils will be supported to develop a wide variety of skills and abilities at this time.

## 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.

#### 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 may 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**

- Where necessary, 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.
- 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.

### **Face Coverings**

- Face coverings are no longer advised for secondary pupils, staff and visitors in classrooms or in corridors /communal areas. From 27th January staff and pupils should follow the wider advice on face coverings.  
<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>
- The school will continue to enact its contingency plan, where covid cases dictate and as such staff will be encouraged to wear face coverings in communal areas such as corridors and staff rooms (except when eating and drinking), this will include when collecting pupils from transport/parents.

## **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 is displaying any symptoms of COVID-19 they should not attend school.
- Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case, instead they should take a rapid lateral flow device (LFD) test every day for 7 days. If any of these LFD tests are positive the person should self-isolate and book a PCR test via Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK ([www.gov.uk](http://www.gov.uk)) or by calling 119. Further guidance can be found at Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK ([www.gov.uk](http://www.gov.uk))
- As required, DfE/UK Health Security Agency (UKHSA) referral to be made by the Headteacher or Deputy Headteachers and all guidance followed.

## 11. POLYMERISE CHAIN REACTION (PCR) TESTING

- From 11 January in England, people who receive positive lateral flow device (LFD) test results and are not symptomatic will be required to self-isolate immediately and won't be required to take a confirmatory PCR test. This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high, the vast majority of asymptomatic people with positive LFD results can be confident that they have COVID-19.
- Anyone displaying symptoms of COVID-19, including those who were previously isolating following a positive LFD result will need to take a confirmatory PCR test.
- Any pupil displaying symptoms during the day will be sent home to arrange for PCR testing.
- As required, the DfE/ UK Health Security Agency (UKHSA) will be consulted and their advice adhered to.
- In the event of a positive test (including, from 11<sup>th</sup> January, from a lateral flow device) result, they must self-isolate at home for 10 days. It is now possible to end the isolation after 5 full days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the 5th day, with the second taken at the start of day 6. The decision as to whether pupils return to school after 5 full days will be taken in consultation with SLT and in line with the vulnerabilities of the identified class/students/staff. Parents/Carers should be aware of 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>.
- Any asymptomatic pupil who is a close contact of a positive case (either from lateral flow or PCR) should test daily for 7 days using a lateral flow test. If they become symptomatic they should then take a PCR test.
- 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.

## 12. ASYMPTOMATIC LATERAL FLOW TESTING (LFT)

- All secondary students will be encouraged to test twice on return to school with at least one of these tests conducted immediately prior to return.
- All secondary pupils and all staff are encouraged to continue with twice weekly home lateral flow testing and to share these results with the school.
- A small onsite testing capacity will be retained for students who would be best supported completing this at school rather than home (as long as they can self-administer). The school recognises that testing is voluntary and that many of our students will not be able to be tested due to their SEN. We are not currently able to assist pupils that cannot self-administer.
- Any student testing positive via a lateral flow test at home or at school will need to complete a PCR test at home or at a test centre (until the 11<sup>th</sup> of January – when the lateral flow test will be recognised as a confirmed result). If this test comes back negative they can return to school
- Results for school and home lateral flow tests will all be recorded.
- Parents/carers will notify their teacher via an email/class dojo/message in home contact book of the result of each home based or rapid test centre based asymptomatic test.
- The national testing programme is voluntary but essential in the nation's fight against the global pandemic, and in keeping our school community safe.

## 14. Foreign Travel

- All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice.
- Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or self-isolate upon return.

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.**