

<b>Setting/Premises:</b>	Yoxford and Peasehall Primary School		
<b>Assessment Date:</b>	4 <sup>th</sup> January	<b>Review Date:</b>	Fortnightly or earlier if required
<b>Assessment completed by:</b>	Gail Jerman (Academy Head)		

<b>Daily operation</b>	<b>Guidance/ Measures in place</b>	<b>Actions to be considered when school is notified of positive case</b>	<b>Impact on education</b>	<b>Communication inc. roles and responsibilities</b>
Classrooms	Windows and doors to stay open Tables to be cleaned daily	Children in related groups advised to test every other day for 10 days  Close contacts within groups (breakfast club, ASC, enrichment clubs, class, friendship groups) will be required to LFT on the same day and report any positive outcomes – PCR must follow positive LFT	The reintroduction of bubbles will only be considered across class groups in the event of 5 or more cases in one close group = breakfast club, ASC, enrichment clubs, form class, maths groups  Home learning offered to asymptomatic children with positive result	Parents will be advised by email – with a letter from the Academy Head  Text notification will be sent by OM to inform parents to check email
Assemblies	Children to sit in class rows Children to face the same direction Windows and doors to be kept open	Whole school assemblies in hall  Celebration assemblies held virtually, led by AH Hub assembly virtual on Mondays	Assemblies to continue with increased safety measures unless cases reach 10% of school population- they will then cease for 10 days	Staff notified of changes via email
Playground	No restrictions	Friendship groups –i.e. playground groups will not trigger consideration of bubbles if across mixed educational groups.	NA	
Lunchtimes	All pupils in hall, Staggered start – please add times of classes		N/A	

Parental attendance	<p>Only outdoor events can be attended by parents</p> <p>Online engagement will be encouraged for indoor events</p>	<p>If parents advise that they have a positive LFT or positive PCR their children will be sent home to be tested</p> <p>Children must be collected by an adult that has not had a positive result – follow guidance below for actions relating to children</p>	<p>Teachers to use google classroom and other online platforms to promote children's work</p>	<p>Office to monitor parental messages + calls</p>
Educational Visits	<p>Follow transport guidance below</p> <p>Ratios can be supported with parents that can evidence a negative LFT on the day of the visit</p> <p>Encouraged to go ahead with COVID RA from receiving site in place</p>	<p>Adults will be replaced where possible to allow visits to continue</p> <p>If the visit lead is unable to attend a member of SLT will replace them where possible</p> <p>parents will be made aware of what cost elements are refundable prior to giving consent</p>	<p>EVCs will only be cancelled if adult ratios cannot be met</p>	<p>All communication to parents regarding EVCs will set out cancellation procedures</p>

Tracing close contacts and isolation	Guidance/ Measures in place	Actions to be considered when school is notified of positive case	Impact on education	Communication inc. roles and responsibilities
Informing parents	<p>Parents will be notified of the presence of a positive case in a class or group by the school but no names will be shared. If staff are aware of close contacts parents will be notified as soon as possible alongside NHS track and Trace.</p>	<p>NHS Test and Trace will work with the positive case <u>and/or their parent</u> to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case <u>and/or their parent</u> specifically identifies the individual as being a close contact.</p> <ul style="list-style-type: none"> <li>▶ People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a</li> </ul>	<p>Pupils awaiting results or asymptomatic but positive will receive home learning in line with the Trust policy</p>	<p>Class teachers to contact parents of pupils to inform them of the home learning offer</p>

		positive test result or develop symptoms at any time  <u>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school</u>		
Informing the LA	Academy head has information on who to contact			Academy Head will notify the LA as per the County Council flow chart
Informing PHE	Academy head to follow PHE guidance on when to notify			Academy head will follow PHE guidance and report as required
Informing CMAT	Academy Head will notify CEO/Facilities The attendance register will report cases.		CMAT home learning policy to be applied to absence where pupils are asymptomatic	In the event of multiple cases in one group CMAT will be advised by Academy Head.

<b>Managing Staffing</b>	<b>Guidance/ Measures in place</b>	<b>Actions to be considered when school is notified of positive case</b>	<b>Impact on education</b>	<b>Communication inc. roles and responsibilities</b>
Measures to support staff	All staff are to complete LFT's twice per week or as directed if part time only and report their results using the Government APP until the end of September when this will be reviewed by the Government  Staff are to work in well ventilated areas	Staff who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time They will be required to complete a Lateral Flow Test and report the result		

	Sanitiser is available to all staff	<ul style="list-style-type: none"> <li>Staff and pupils with a positive PCR test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period.</li> <li>Those who receive two negative test results are no longer required to complete 10 full days of self-isolation.</li> </ul> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>		
<b>ALL</b> Staff with symptoms	Should complete a PCR test and inform the Academy Head/Assistant Academy Head of the result immediately.	Staff can return to work once they no longer have COVID-19 symptoms	Classes may be covered by unqualified teachers working in school, by an HLTA , a cover teacher employed by the school or a supply teacher.	Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.
Fully vaccinated staff notified as close contacts	Do not need to isolate if identified as a close contact. They should complete a LFT immediately and report the result.	Staff who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time Staff with symptoms will also need to <a href="#">get a free PCR test to check if they have COVID-19</a> Staff can return to work once they no longer have COVID-19 symptoms		If there are more than 5 cases amongst staff, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.
Unvaccinated staff notified as close contacts	If staff choose not to get vaccinated, or are unable to be vaccinated they will need to self-isolate for 10 days if identified as a close contact in line with NHS guidance.		Isolating staff with no symptoms will be required to live teach from home or access CPD provided by the Academy head.	This will ensure that all workplace contacts are registered with NHS Test

			Any CPD will be recorded and staff evaluation will be requested.	and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate. Further guidance is available
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<b>Pupil Absence</b>	<b>Guidance/ Measures in place</b>	<b>Actions to be considered in case of positive case</b>	<b>Impact on education</b>	<b>Communication inc. roles and responsibilities</b>
Pupils with COVID-19 Symptoms	<p>If symptoms are identified in school pupils will be moved to an isolation room and adults supporting will be provided PPE</p> <p>Parents will be notified and required to collect the pupil immediately.</p> <p>Pupils should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p>	<p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p> <p>Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children's social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</p>	<p>Pupils with symptoms are not required to access home learning but should be encouraged to return to school after 10 their 10 day isolation and when all symptoms have gone</p>	<p>School to inform parents via letter</p>

Siblings of pupils with symptoms	Siblings should be removed from class and must wait outside the school office to be collected with the sick child,	Siblings must complete a LFT and follow <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> .	Siblings with no symptoms and a negative LFT can return to school either during the same day or the following session	Office staff to collect siblings and notify parents Register to be updated accordingly
Pupils identified as close contacts	Teachers to keep records of maths groups and phonics groups  Enrichment groups require a weekly register which is the responsibility of the lead adult  K Watts to keep register of BSC/ASC and Enrichment groups	NHS track and trace will contact parents School to send supporting document to parents highlighting latest government guidance Children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time	Close contacts must return to school if negative and no symptoms are present  Positive asymptomatic pupils can access home learning as advised by the class teacher  Positive and unwell children do not need to access home learning	Parents to inform office staff of results and email staff if their child requires home learning
Attendance	Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus).  Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).	Parents will be informed that attendance is mandatory unless a positive case has been identified	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.	Parents to communicate with the school office
Pupils Travelling Abroad	For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the <a href="#">school attendance guidance</a> .	Pupils returning from abroad must take a LFT and parents must report the result to school staff before returning  Isolation is only required if a child has symptoms or a positive result	Pupil attendance is mandatory  Follow attendance guidance above	Parents to be informed of the need for a test in writing before the start of term

<b>Wearing of face coverings</b>	<b>Guidance/ Measures in place</b>	<b>Actions to be considered in case of positive case</b>	<b>Impact on education</b>	<b>Communication inc. roles and responsibilities</b>
Pupils	Not required	If multiple cases are reported pupils will not be required to wear face coverings  All children will use sanitiser or wash hands before entering a classroom	n/a	Letter to parents at start of term sets out conditions
Staff	Not required	If multiple cases are reported staff will be advised to wear face coverings when working within 1m of a child	n/a	Will be updated by email if there are increased cases
Visitors	Not required	Visitors will be asked to provide evidence of a negative LFT Visitors will be asked to wear a mask when working in close contact with an adult or child	n/a	Will be checked by the office staff Invitees will be notified by receiving staff of our conditions

<b>Transport</b>	<b>Guidance/ Measures in place</b>	<b>Actions to be considered in case of positive case</b>	<b>Impact on education</b>	<b>Communication inc. roles and responsibilities</b>
Transport to sporting events/ swimming or EVCs	Face coverings are not required by pupils  Pupils to use hand sanitiser before entering the coach and when leaving it to reenter school  Pupils should space out where possible sitting in pairs and leaving every other row free	Notify the transport company  Notify EVC site (school office)  Trace close contacts i.e those seated adjacent to positive case	No impact	OM to notify transport company and EV site of positive cases  Inform parents of known close contacts and follow guidance above for pupils

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