



COVID-19 Return to School Arrangements

Return to School in September 2021

Government guidance now allows school to remove the ***bubble structure, other social distancing measures*** and ***control measures*** that have been in place for children. Our school will be doing this from September 2021. Government guidance also means we can also remove our staggered start/finish times and revert many aspects of school back to how school was working before the pandemic started.

However, we need to be clear that the pandemic has not gone away and as per government guidelines, we now need to learn to live with Coronavirus. As such some general measures will need to remain in place. From time to time, our arrangements may need to be reviewed in the event of any increase in infections or changes in government guidelines.

Below details some key changes to be aware of.

Please see [Government guidance](#) for latest information

The School Day

The school day will revert back to normal hours for all classes as of **1st September 2021**.

School registration will be at **8:45 am**. Children arriving to school via school transport will be let off their respective bus/taxi one at a time by the headteacher or HTeam Leader. This will be prevent large groups of children moving together to their respective classrooms/departments.

We ask parents/carers to be at the relevant entrance points promptly at **8:45 am** to support the organisation of the school day. Ensuring your children are in school promptly has a huge impact on their learning.

Entrance and Exit Points

During Covid-19 pandemic we have used different ways of entering and leaving our school site. Whilst these have been successful in many ways, staff may now enter the main school reception area should they wish. However, the gates that have been used previously for entry into school will be open as usual. As with all school procedures, we will be evaluating this as we move through the autumn term. The information below details the entrance points for your child's new class from 6th September 2021.

Reception entrance – Front of school and green side gate entrance. Parents will hand their child over to staff at the green gate who will the escort to their respective classroom.

Collecting children at the end of the day. School finishes at 3:15pm (Mon/Tues/Thurs/Fri) and 1.30pm (Weds). Parents/carers should wait outside the

main school entrance in an orderly way. Children will be handed over to the parents/carers in an organised way and leave the school site promptly.

Lunchtimes and Break Times

Children will continue to eat in their respective classrooms and playing with other year groups/departments. Staff will collect their class's lunch from the school canteen hatch.

Regarding staff breaks, they will recommence in the main staff room. Staff break times to be decided by their Team Leader.

Assembly

During the last 18th months any assemblies have been held on zoom. We know the importance of physically coming together as a whole school community and will once again be holding assemblies together in the hall where appropriate.

Face Coverings

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.

School Transport

Whilst wearing face coverings is no longer a legal requirement on public transport, on dedicated transport it is still recommended that staff wear a face covering. As a school, we highly recommend that all transport staff adhere to this guidance whilst conducting transport duties.

Asymptomatic Testing

Testing remains particularly important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, it is highly recommended that staff continue to voluntarily partake in twice weekly lateral flow tests. Staff should conduct their tests every Sunday and Wednesday evening at time most convenient to them. If a positive test result is confirmed, staff should first contact their respective team leader via text message or email (please see below). To ensure the school continues to operate smoothly, please inform respective Team Leader of a positive test result by no later than 7.30pm. Staff do not need to contact Team leaders if the result is negative.

Establish Department Leader – Steven Hodson (hodsons@elmtree.lancs.sch.uk)

Endeavor Department Leader – Emma Watkins (emmawatkins@elmtree.lancs.sch.uk)

Enlighten Department Leader – Martyn Taylor (deputy@elmtree.lancs.sch.uk)

Evolve Department Leader – Stuart Brown (browns@elmtree.lancs.sch.uk)

School Admin, Site, Cleaners & Catering – Harry Cartwright (cartwrihth@elmtree.lancs.sch.uk)

School Transport – Jordan Calderbank (calderbankj@elmtree.lancs.sch.uk)

Staff with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#). Whilst awaiting the PCR result, the individual should continue to self-isolate. 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 staff can return to school, as long as the individual doesn't have COVID-19 symptoms. If staff receive a void test result you are advised to re-take the test using a new test kit from the same box you opened. Staff should not reuse anything from the first kit. In the event of another void test result staff should self-isolate immediately and take a PCR Test.

Tracing Close Contacts and Isolation

Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so.

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.

Support

It is recommended that the school has in place support to facilitate the administration requirements of conducting the testing programme. Our school support will consist of a Covid Coordinator & Registration Assistants. Details of their duties are below:

Covid Coordinator to support with tasks such as:

- Communicating with staff
- Ensure staff are using the right instructions and kit that they sign for the test kit using the 'Test Kit Log'
- Report incidents and carry out risk management
- Storing and reporting any required data
- Reorder tests when required

Registration Assistants to support with tasks such as:

- Distributing the correct number of tests to staff and managing the schedule for the distribution of the next set of kits
- Inputting test results from staff into school's 'register'
- Send reminders to participants to communicate their results online and to the school
- Respond to staff questions
- Work with Covid Coordinator to manage the stock of kits

The school Covid Coordinator and the Registration Assistant will be Harry Cartwright, with support from Jordan Calderbank & Natalie Eadie.

If staff require further assistance to enable them to take the test they should ring the DfE Coronavirus Helpline on 0800 046 868.

Opening times are Monday to Friday: 8am to 6pm

Saturday and Sunday: 10am to 6pm

If the kits are damaged, or something is missing or broken, staff should not use the test equipment and should contact 119.

If you've been harmed or had a reaction using this kit, report it on the Coronavirus Yellow Card Reporting Site: <https://coronavirussyellowcard.mhra.gov.uk>.

Key Control Measures

During the last 18th months, school has functioned incredibly successfully and is now confident and experienced in working in the pandemic. As school reopens in September 2021 we will continue to have key control measures in place to prevent transmission of the virus which are in line with Government guidance.

Key Government Advice on control measure	Key school control measures
1.Ensure good hygiene for everyone	
<p>Hand hygiene</p> <p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p>	<p>All children to clean hands on entry to school and at key points during the day including break times and lunch times by washing with soap and water or using hand sanitiser.</p> <p>School ensures adequate supplies of soap and hand sanitiser are available.</p> <p>Hygiene rules to be discussed with children regularly and posters displayed around school.</p>
<p>Respiratory Hygiene</p> <p>The ‘catch it, bin it, kill it’ approach continues to be very important.</p>	<p>The ‘catch it, bin it, kill it’ approach is promoted in school and discussed with children.</p> <p>Tissues are available and all children are briefed on procedures for blowing noses and disposal of waste. Lidded bins are provided in each area for waste disposal.</p> <p>Children are briefed on the importance of behaviour and school rules are revisited with all classes. School rules have been refreshed to reflect COVID – 19 and are discussed with all children daily and are evident around school. See behaviour policy.</p>
<p>Use of personal protective equipment (PPE)</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19.</p>	<p>All staff in school have access to PPE as required and will use in line with government guidance. If additional supplies are required staff should communicate with the Site Manager, Site Supervisor or the School Manager.</p>
2. Maintain appropriate cleaning regimes, using standard products such as detergents	
<p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>PHE has published guidance on the cleaning of non-healthcare settings.</p>	<p>Each classroom has its own cleaning materials. All surfaces are cleaned during the day.</p> <p>Cleaning procedures are in place and monitored at start and end of the day and a daily evaluation of cleaning is carried out by the Site Manager/Site Supervisor and School Manager. Cleaning procedures include regular cleaning of touch points.</p> <p>Deep cleaning planned during school breaks and before wider reopening.</p>

3. Keep occupied spaces well ventilated	
<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Refer to Simple steps to Good Ventilation and the Ventilation Checklist</p>	<p>All rooms in the school have windows which are opened to create air flow and ventilation. Where possible windows will be left open during lessons, if this is not practical, windows will be fully opened when unoccupied to fully purge the air.</p> <p>At key points in the day ventilation is also improved through opening doors. At these times, increased consideration will be given to security of the building. All doors and windows will be closed at the end of the day. Any areas of school where there is poor ventilation will be identified and concerns addressed with the building surveyor.</p>
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19	
<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They 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). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p>	<p>School will continue to work within Government guidance regarding Covid-19. In particular the following procedures are in place.</p> <ul style="list-style-type: none"> • Regular asymptomatic staff testing, to be reviewed at the end of September • Isolation and testing of symptomatic members of the school community • Regular updates and reminders to parents of Covid-19 symptoms and school and government procedures • Children do not attend school with Covid-19 symptoms

Outbreak Management Plan

In the case of a Covid-19 outbreak it may be necessary to revert to a different school organisation once again. These procedures would be similar to those we have worked in during the last 18 months so parents and children should feel confident and at ease with them. Any procedures within this aspect of our management plan would be adapted to meet the needs of our children following ongoing risk assessments and changes in government and DfE guidance.