



## Safety Update – 2 September 2020

**This letter informs you of changes to Safety Protocols at Sir William Stanier School following UK government guidance changes.**

Dear Parents/Carers

As anticipated, following my series of letters at the end of the summer term, UK government guidance for the safe operation of schools has changed. This letter informs you of the updates and changes we are making in light of this guidance and how we have adapted our system of controls. Please read this letter carefully prior to your child returning. The key changes are in relation to **Test and Trace** and the use of **face coverings in UK schools**.

The school will operate a **system of control measures** to minimise and mitigate risk for the safety of everyone in our building. **This is the set of actions the school will take**. They are grouped into **prevention** and **response to any infection**.

### Prevention

- 1) **Minimise contact with individuals who are unwell** by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) **Allow face coverings in designated areas**
- 3) **Clean hands thoroughly** more often than usual.
- 4) Ensure **good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach.
- 5) Apply **enhanced cleaning**, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and **maintain social distancing** wherever possible.
- 7) Where necessary, wear appropriate **personal protective equipment (PPE)**

### Response to any infection

- 8) Engage with the **NHS Test and Trace** process.
- 9) **Manage confirmed cases** of coronavirus (COVID-19) amongst the school community.
- 10) **Contain any outbreak** by following local health protection team advice.



The above principles are fully covered in our **Risk Assessment** documentation. This will be reviewed weekly throughout September and the Autumn term. Content is subject to change. We will continue to follow DFE guidance at all times.

Information in the table below **has changed with regard to face coverings**.

This information summarises some key rules that will **mitigate and minimise risk** in the building.

**They must be followed by everyone.**

<b>10 key points – Staying COVID safe at school</b>	
Social Distancing	<p>2m distancing markers are evident on all corridors. Corridors should remain empty apart from entry/exit and <b>essential</b> movement only when directed by staff.</p> <p>2m markers will distance teachers from students in classroom settings. Where this is not possible, screens will be in place.</p> <p>Students will be sat facing forward in classrooms and the 1m+ rule will be applied to the room layout.</p> <p>Students will line-up outside the building for entry and for canteen access on 1m distancing markers.</p>
Lockers	<p><b>Lockers will not be in use at the start of September</b> as we limit corridor access and reduce transmission through touching risks. Student belongings can stay in the Home Rooms with students and be carried with them should they move teaching spaces.</p>
Canteen and Lunches	<p><b>Hot lunches will be suspended until a review w/b 21 September.</b> Packed lunches in disposable bags are preferred. Grab bags of sandwiches will be available to order from the canteen.</p> <p>Lunchtimes and breaks are staggered and are in Year group and form group bubbles.</p>
Test and trace	<p>NHS Test and Trace is now established across our sector and the wider society.</p> <p>Staff members and parents/carers must understand that they will need to be ready and willing to:</p>



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	<ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they or their child are displaying symptoms. Staff and students must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus</a> website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>We will monitor the impact of test and trace on our school community. Parents/carers should be fully aware that this measure has significant <b>potential to cause disruption to physical teaching</b> at the school.</p> <p>Parents/carers <b>must contact school</b> if Test and trace contact them or any close family members <b>before</b> a child attends school on the day of contact.</p>
Hygiene	<p>Enhanced cleaning rotas will be in place throughout the school day. Where movement between teaching spaces happens cleaners will ensure spaces and equipment have been <b>thoroughly cleaned</b> before another group enter the space.</p> <p>Students in upper school will be expected to use the available hygiene products to wipe-down their desks and chairs when they leave/enter a new space.</p> <p>Hygiene stations are present in <b>every classroom</b> and on corridors at key points.</p> <p>Toilets are attached to the year group zones and are regularly monitored and cleaned to ensure good hygiene. Sanitiser</p>



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	stations are outside every toilet area to amplify good hand hygiene requirements.
Movement around the building	<p>A <b>one-way system</b> is in place across the school. This should be <b>adhered to at all times without exception.</b></p> <p>There are separate entry/exit points for students.</p> <p>The school will be partitioned into Year group zones to minimise contact across year groups.</p>
Reception and parent appointments	<p>Contact with staff at school should be by <b>appointment only.</b> Arrangements in reception have changed and there is no waiting area.</p> <p>Appointments can be made by phone or by email. Appointments can now also be done via MS Teams as virtual meetings if this is preferred.</p> <p><b>Please do not arrive at school to see any members of staff without an appointment.</b> Staff availability during the school day is now more limited than previously due to COVID restrictions and changes to their workplace.</p>
Face coverings	<p>Government guidance has changed.</p> <p>The wearing of face masks in school is <u>not</u> mandatory at present. This will require daily review as it will change should Cheshire East become subject <b>to local restrictions.</b> If this is the case, we will inform all members of the school community at the earliest possible opportunity on all our communication platforms.</p> <p>A child may wear a plain face covering/mask in school in all shared areas <b>except classrooms.</b> Face coverings have a negative impact on teaching and their use in classrooms should be avoided unless parents/carers have confirmed with us a <b>stated medical reason</b> that makes constant wearing of a face mask essential in the <b>minimising of risk</b> to an individual.</p>
Showing symptoms	<b>Do not arrive at school if you are displaying any of the COVID-19 symptoms</b> as you will be asked to return home and not allowed access to the building.



Please contact the school if you require any further detail around our system of control measures.

Please check our social media platforms over the coming days for further updated information, including a video from Vice Principal, Mrs Norton, that takes you through some of the redefined spaces in our building. I look forward to welcoming all our year groups back to school over the next few days and in working with everyone to re-establish a safe, happy learning environment at Sir William Stanier School.

Yours sincerely

A handwritten signature in black ink, appearing to be 'J Fraser', with a long horizontal flourish extending to the right.

Mr J Fraser  
Principal