

# **Belleville Wix Academy**



## **BWA COVID 19 Family Guide**

**2022-23**

Dear Parents and Carers,

Our priority during this pandemic is to deliver face-to-face, high-quality education to all our pupils. This document sets out the systems that are in place at BWA during the pandemic to minimise the risks we have identified. We hope that families find this a helpful document to refer to this year. Changes will be made and shared, as is necessary.

On Tuesday 29 March, the Secretary of State for Health and Social Care, set out the [next steps for living with COVID-19](#) in England from Friday 1 April.

On Friday 1<sup>st</sup> April, UKHSA published a suite of guidance documents which are also relevant to schools

- [Guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19](#)
- [Living safely with respiratory infections, including COVID-19](#)
- [Ventilation of indoor spaces to reduce the spread of COVID-19 and other respiratory infections](#)
- [COVID-19 guidance for people whose immune system means they are at higher risk](#)

The DfE and UKHSA published guidance on Friday 1<sup>st</sup> April that is specific to schools:

- [UK Health Security Agency \(UKHSA\) health protection in education and childcare settings](#) which provides advice on preventing the spread of infections, which diseases to vaccinate for, how long to keep children away from school, managing infectious diseases and cleaning the environment.

Our systems and procedures will be reviewed continuously therefore we ask that the school community are understanding of the need to be flexible. When writing this guide, we have used the DfE and UKHSA guidance in the links above. We will always refer to the [NHS](#) COVID19 guidance on their website as well. For the avoidance of doubt we will adhere to national or local guidance should it change before this document has been updated.

Attendance at school is mandatory for all pupils. This means it is your legal duty as a parent to send your child to school regularly.

It is important to us that we hear your views and will regularly seek feedback from both staff and families to review the systems and procedures in place. There may of course be things that have been missed out of this document so please do let us know if there is something you think should be added. You may like to share your thoughts on the procedures in place and any suggestions for improvement in the parent survey, through this link.

<https://forms.gle/Gu6fz6icVX8JsLEB9>

**Séana Henry**

**Headteacher**

## Key Message

Anyone with COVID-19 [symptoms](#) or a positive test result should stay at home and self-isolate. This is because we will not always know whether someone we come into contact with is at higher risk of becoming seriously ill from respiratory infections, including COVID-19. They could be strangers or people you may have regular contact with.

The pandemic is not over and how the virus will develop over time remains uncertain. COVID still poses a real risk to many of us, particularly with case rates and hospitalisations on the rise. That is why it is sensible to wear a mask in enclosed spaces, keep indoor spaces ventilated and stay away from others if you have any symptoms of a respiratory illness, including COVID.

### **The WHO say - Keep yourself and others safe: Do it all!**

Protect yourself and those around you:

- Get vaccinated as soon as it's your turn and follow local guidance on vaccination.
- Keep physical distance of at least 1 metre from others, even if they don't appear to be sick. Avoid crowds and close contact.
- Wear a properly fitted mask when physical distancing is not possible and in poorly ventilated settings.
- Clean your hands frequently with alcohol-based hand rub or soap and water.
- Cover your mouth and nose with a bent elbow or tissue when you cough or sneeze. Dispose of used tissues immediately and clean hands regularly.
- If you develop symptoms or test positive for COVID-19, self-isolate until you recover.

**Symptoms of COVID-19, flu and common respiratory infections include the following. We will refer to the latest [NHS](#) or [WHO](#) list of symptoms of COVID 19.**

- a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick

**The symptoms are very similar to symptoms of other illnesses, such as colds and flu.**

The guidance on Covid-19, which is under 'R' for respiratory infections in this document - [UK Health Security Agency \(UKHSA\) health protection in education and childcare settings](#) sets out specifically the circumstances in which a child or member of staff should not attend school.

- Children with mild symptoms such as a runny nose, sore throat, or mild cough, **who are otherwise well**, can continue to attend school.
- Children and young people who are unwell and have a high temperature should stay at home and where possible avoid contact with other people. They can go back to school when they no longer have a high temperature, and they are well enough.
- If a child or young person has a positive COVID-19 test result they should stay at home and where possible avoid contact with other people for 3 days after the day they took the test. The risk of passing the infection on to others is much lower after 3 days if they feel well and do not have a high temperature.
- Children and young people who live with someone who has a positive COVID-19 test result should continue to attend as normal.
- Any staff who have a positive COVID-19 test result will stay at home for 5 days after the day they took the test and return when they feel well or have had a negative test result.

## Control Measures

We will continue to use the set of control measures the DfE stated all schools should have in place.

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

The table below sets out our plan for each control measure.

<b>1. Ensure good hygiene for everyone</b>	
<b>Hand Hygiene</b>	<ul style="list-style-type: none"> <li>• Frequent and thorough hand cleaning is regular practice at BWA.</li> <li>• We will continue to ensure that pupils clean their hands regularly with soap and water or hand sanitiser.</li> <li>• Hand washing stations have been assigned to every class for the start of day. Pupils should also wash their hands before eating and after playtime.</li> <li>• Signs are displayed at all wash stations to remind pupils how to wash their hands effectively for 20 seconds.</li> </ul>
<b>Respiratory Hygiene</b>	<ul style="list-style-type: none"> <li>• The 'catch it, bin it, kill it' approach continues to be very important. Bins are placed throughout the school with this logo. Pupils and staff are reminded of this expectation.</li> <li>• We use the <a href="#">e-Bug COVID-19 website</a> to encourage good hand and respiratory hygiene.</li> </ul>

<b>Face Covering</b>	<ul style="list-style-type: none"> <li>• Masks can be worn by staff when travelling around the school.</li> <li>• They should be worn in crowded places and when in poorly ventilated areas.</li> <li>• Parents/carers are advised to wear a mask in the line for drop off and pick up.</li> <li>• Should be worn when supporting anyone with suspected COVID19.</li> <li>• Can be worn if giving FA.</li> </ul>
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<b>Shared Resources – stationary/play/PE/music etc</b>	<ul style="list-style-type: none"> <li>• Pupils should wash their hands before using shared resources within the class or in specialist lessons, especially in yr 1 – 6.</li> </ul>
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## 2. Maintain appropriate cleaning regimes

<b>Regular Cleaning</b>	<ul style="list-style-type: none"> <li>• We will continue to have a full time day cleaner in addition to the daily morning cleaning team.</li> <li>• The day schedule includes regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.</li> <li>• Rooms occupied and equipment used by someone who has suspected COVID19 will be cleaned asap.</li> </ul>
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<b>Cleaning Materials</b>	<ul style="list-style-type: none"> <li>• We adhere to the <a href="#">UKHSA</a> guidance on cleaning.</li> <li>• Every room has a tube of clinical wipes available for cleaning shared equipment.</li> </ul>
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## 3. Keep occupied spaces well ventilated

<b>Windows Open</b>	<ul style="list-style-type: none"> <li>• Windows should be open in every room throughout day. How much the windows open will vary according to the weather. On colder days, windows should be open as much as possible to allow air to flow and open fully during breaks.</li> <li>• There is a CO2 monitor in each room to inform the member of staff if there is sufficient air flow.</li> <li>• Staff and pupils should wear layers of clothing to ensure they do not get cold when the windows are open for ventilation.</li> <li>• We will endeavour to balance the need for increased ventilation while maintaining a comfortable temperature.</li> </ul>
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## 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

<p><b>When an individual develops COVID-19 symptoms or has a positive test</b></p>	<ul style="list-style-type: none"> <li>• Staff will follow the flowchart, shared in previous versions of this guide, of how to manage a suspected case of COVID 19 at BWA.</li> <li>• Pupils, staff and other adults are expected to follow public health advice on <a href="#">when to self-isolate and what to do</a>. 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.</li> <li>• If anyone in school develops <a href="#">COVID-19 symptoms</a>, however mild, they will be sent home and they should follow public health advice. Parents and carers are asked to collect their child from school if they develop symptoms without delay.</li> </ul>
<p><b>Parent/carer insists a pupil attends school with symptoms</b></p>	<ul style="list-style-type: none"> <li>• In most cases, parents and carers will agree that a pupil with symptoms should not attend school, given the potential risk to others.</li> <li>• If a parent or carer insists on a pupil attending school, we will take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all the circumstances and current public health advice.</li> </ul>

<b>Other Systems in Place</b>	
<p><b>Attendance</b></p>	<ul style="list-style-type: none"> <li>• School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many pupils as possible regularly attend school.</li> <li>• Where a pupil is required to self-isolate because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA, PHE or the DHSC this will be recorded in keeping with the DfE attendance expectations.</li> </ul>
<p><b>Being Outside</b></p>	<ul style="list-style-type: none"> <li>• Pupils will go outside in all weathers for play and PE. Parents and carers are informed of this and advised to ensure pupils are wearing appropriate clothing to ensure they can go outside.</li> <li>• SLT will make the decision if the weather is too severe for pupils to be outside.</li> </ul>
<p><b>Clinically Extremely Vulnerable (CEV) Pupils</b></p>	<ul style="list-style-type: none"> <li>• All clinically extremely vulnerable (CEV) children are expected to attend school unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</li> <li>• Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a>.</li> </ul>
<p><b>Educational Visits</b></p>	<ul style="list-style-type: none"> <li>• We will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</li> <li>• All visits/trips must be agreed by the headteacher following the thorough RA.</li> </ul>
<p><b>Home Learning</b></p>	<ul style="list-style-type: none"> <li>• We aim to have work set as soon as possible for any pupil who cannot attend school and is well enough to access remote learning. This should be within 24 hours.</li> </ul>

	<ul style="list-style-type: none"> <li>• The class teacher will set work closely based on what the class are working on and/or the identified gaps the pupil has. This will be sent via email.</li> <li>• Families are asked to inform the school if they do not have access to a device should their child need to isolate.</li> </ul>
<b>Lateness</b>	<ul style="list-style-type: none"> <li>• Pupils who miss their entry time must enter school via the main reception area.</li> <li>• An adult must accompany the pupil and hand them over to the care of a member of staff.</li> <li>•</li> </ul> <p><b>Family Friendly Arrangements</b>  If you have children in more than one year group, siblings can enter at the earliest slot together, from 8:30am only. For pupils in the bilingual stream this arrangement is only in place during an English focus week. We encourage families to speak to us about alternate start times due to other family commitments in the morning. We are here to help so please do talk through anything we can do to ease the pressure of the morning school run.</p>
<b>Medicines</b>	<p><b>Summary of process when a new medication is prescribed for pupils</b></p> <ol style="list-style-type: none"> <li>1. Parent/carer to complete an online form (BWA website, News Tab, Parent Forms) and email the school office to let them know it is there.</li> <li>2. Parent/carer to take the medication to the office over to a member of the office staff.</li> <li>3. If medication needs to go home at the end of the day this needs to be agreed in advance – for example, it may be that an adult in the class can collect it from the office and hand to the adult collecting the pupil or the parent/carer may be required to collect it from the office, at an agreed time.</li> </ol> <ul style="list-style-type: none"> <li>• For prescribed medication that is taken regularly – our process remains unchanged.</li> </ul>
<b>Pupil Wellbeing and Support</b>	<ul style="list-style-type: none"> <li>• Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. Staff are aware of this and will try their best to support every pupil.  Online resources to help you support your child with mental health and wellbeing, include: <ul style="list-style-type: none"> <li>➤ <a href="#">MindEd</a> - a free educational resource on children and young people's mental health</li> <li>➤ <a href="#">Every Mind Matters</a> - an online tool and email journey to support everyone in taking action to look after their mental health and wellbeing</li> <li>➤ <a href="#">Bereavement UK</a> and the <a href="#">Childhood Bereavement Network</a> - information and resources to support bereaved pupils, schools and staff</li> <li>➤ the <a href="#">DfE blog</a> - includes <b>mental health resources</b> for children, parents, carers and school staff</li> </ul> </li> <li>• We also have a number of mental health trained staff.</li> </ul>

	<ul style="list-style-type: none"> <li>Parents/carers should speak with staff if they are worried about the impact the pandemic is having on their child.</li> </ul>
<b>Reducing Contacts</b>	<ul style="list-style-type: none"> <li>Staff are expected to keep 1-2m distance in school from each other whenever possible.</li> <li>Specialist teachers should keep their distance as much as possible from pupils when moving between classes often.</li> <li>Staff and pupils have designated washrooms to use.</li> <li>Entry and exit points are set out for each class to avoid overcrowding.</li> <li>Parents/carers are expected to keep a safe distance from other households when lining up at drop off and home time.</li> </ul>
<b>Travel to School</b>	<p>We ask parents and carers to make every effort to:</p> <ul style="list-style-type: none"> <li>walk to school if they can or</li> <li>use a scooter or bike</li> </ul> <p>Scooters or bikes should be parked safely in the designated bays by the school office.</p>
<b>Water Fountains</b>	<ul style="list-style-type: none"> <li>Water fountains are available for pupils to refill water bottles. These can be areas for cross contamination.</li> <li>Families are asked to provide children with a labelled/distinctive bottle of water each day.</li> <li>Water is available for any pupil who needs additional water or forgets their water bottle.</li> </ul>
<b>Wraparound Provision and Extra-curricular Activity</b>	<ul style="list-style-type: none"> <li>Breakfast club and after school clubs continue.</li> </ul>