

# **Belleville Wix Academy**



## **BWA COVID 19 Family Guide**

**September 2021**

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 in the autumn term, and beyond, as is necessary.

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 guidance. 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>

We look forward to welcoming all pupils back to BWA on Monday 6<sup>th</sup> September.

**Séana Henry**

**Headteacher**

## Key Message

Anyone with COVID-19 [symptoms](#) or a positive test result should stay at home and self-isolate immediately. This is because you could pass the infection on to others, even if you don't have symptoms.

## Control Measures

This is the set of control measures the DfE state all schools must have in place from September 2021.

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>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <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 will use the <a href="#">e-Bug COVID-19 website</a> to encourage good hand and respiratory hygiene.</li></ul>                                                                                                                                                                        |
| <b>Use of personal protective equipment (PPE)</b>      | <ul style="list-style-type: none"><li>• The DfE state most staff at BWA will not require PPE beyond what they would normally need for their work. The guidance on the <a href="#">use of PPE in education, childcare and children's social care settings</a> provides more information on the use of PPE for COVID-19.</li><li>• We will ensure there is always an adequate supply of PPE for staff.</li></ul>                                                                                                              |
| <b>Shared Resources – stationary/play/PE/music etc</b> | <ul style="list-style-type: none"><li>• Resources should be cleaned between class groups using them.</li><li>• Pupils should wash their hands before using shared resources within the class, especially in yr 1 – 6.</li><li>• Pupils will have their own stationary packs.</li></ul>                                                                                                                                                                                                                                      |

## 2. Maintain appropriate cleaning regimes

|                           |                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Regular Cleaning</b>   | <ul style="list-style-type: none"><li>• We will continue to have two full time day cleaners 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> |
| <b>Cleaning Materials</b> | <ul style="list-style-type: none"><li>• We adhere to the PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a>.</li><li>• Every room has an adequate supply of anti-viral wipes available for cleaning shared equipment.</li></ul>                                                                                                                                |

## 3. Keep occupied spaces well ventilated

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| <b>Windows Open</b> | <ul style="list-style-type: none"><li>• Windows should be open all day in every room. 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.

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| <b>When an individual develops COVID-19 symptoms or has a positive test</b> | <ul style="list-style-type: none"><li>• Staff will follow the flowchart in 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 (for example, they are required to quarantine).</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.</li><li>• For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li><li>• If a pupil is awaiting collection, they will wait in the isolation room, or another room if this is in use, on their own if possible and safe to do so. A window should be opened for fresh air</li></ul> |
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|                                               | <p>ventilation if possible. 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 used will be cleaned after the person has left the site.</p> <ul style="list-style-type: none"> <li>• The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</li> <li>• Parents and carers are asked to collect their child from school if they develop symptoms without delay.</li> </ul>                                                                                                                                           |
| <b>Asymptomatic Testing</b>                   | <ul style="list-style-type: none"> <li>• Testing remains important in reducing the risk of transmission of infection within schools.</li> <li>• Staff are encouraged to undertake twice weekly home tests until the end of September, when this will be reviewed by the DfE.</li> <li>• Families are also encouraged to test twice a week. Use this <a href="#">link</a> to find out how to get free test kits.</li> <li>• In response to the latest epidemiological data, we are prepared to step measures up or down in future depending on local circumstances.</li> </ul>                                                                                                                                                                                                                                          |
| <b>Confirmatory PCR Tests</b>                 | <ul style="list-style-type: none"> <li>• Staff and pupils with a positive LFD 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>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</li> <li>• Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>• 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 pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> <li>• Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</li> </ul> |
| <b>Contact Tracing from September Diagram</b> | <ul style="list-style-type: none"> <li>• The flowchart at the end of this document explains how T&amp;T will work from September 2021 in schools or you may wish to use this link.<br/><a href="https://heart-england.co.uk/wp-content/uploads/2021/07/RP150.0-Contact-Tracing-Journey-.pdf">https://heart-england.co.uk/wp-content/uploads/2021/07/RP150.0-Contact-Tracing-Journey-.pdf</a></li> <li>• We will work with families who need support with this.</li> </ul>                                                                                                                                                                                                                                                                                                                                              |
| <b>What is meant by a Close Contact</b>       | <ul style="list-style-type: none"> <li>• A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                          |

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|                                                                         | <ul style="list-style-type: none"> <li>• A risk assessment may be undertaken to determine this, but a contact can be: <ol style="list-style-type: none"> <li>1. anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19.</li> <li>2. anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> <li>• <b>face-to-face contact including being coughed on or having a face-to-face conversation within one metre</b></li> <li>• <b>been within one metre for one minute or longer without face-to-face contact</b></li> <li>• <b>been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</b></li> </ul> </li> </ol> </li> <li>• A person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for COVID-19.</li> <li>• An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.</li> <li>• If you are a contact of someone who has tested positive for COVID-19 you will be notified by the NHS Test and Trace service via text message, email or phone and should follow this guidance closely.</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> <li>•</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Travel and quarantine</b></p>                                     | <ul style="list-style-type: none"> <li>• All pupils travelling to England must adhere to <a href="#">travel legislation</a>, details of which are set out in <a href="#">government travel advice</a>.</li> <li>• Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Outbreak Management Plan</b></p>                                  | <ul style="list-style-type: none"> <li>• We have a plan ready should the school have an outbreak of COVID19, confirmed by PHE.</li> <li>• We will always liaise with the necessary health agencies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Other Systems in Place                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>Attendance</b>                                   | <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 or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC this will be recorded in keeping with the DfE attendance expectations.</li> </ul>                                                                                                                                                                                               |
| <b>Being Outside</b>                                | <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>                                                                                                                                                                                                                                                                                                                   |
| <b>Clinically Extremely Vulnerable (CEV) Pupils</b> | <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>                                                                                                                                                                                                         |
| <b>Educational Visits</b>                           | <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>                                                                                                                                                                                                                                                                                    |
| <b>Face Coverings</b>                               | <ul style="list-style-type: none"> <li>• Staff will wear masks in school when travelling around the school.</li> <li>• They should be worn when speaking with parents/carers onsite.</li> <li>• Parents/carers are asked 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>• Should be worn if giving FA when possible.</li> </ul>                                                                                                                                                                                                                                         |
| <b>Home Learning</b>                                | <ul style="list-style-type: none"> <li>• We aim to have work set within 24hrs of any pupil going into self-isolation.</li> <li>• The class teacher will set work on Seesaw or send via email – closely based on what the class are working on and/or the identified gaps the pupil has.</li> <li>• Pupils who are self-isolating at home will have access to Seesaw and other home learning resources.</li> <li>• Families are asked to inform the school if they do not have access to a device should their child need to isolate. We will send out regular surveys to collate this information and assign devices to each pupil who requires one.</li> </ul> |
| <b>Lateness</b>                                     | <ul style="list-style-type: none"> <li>• Pupils who miss their entry time must wait by the side if the gate is still open until a member of staff indicates it is safe for them to enter. There should be no queue jumping.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                    | <ul style="list-style-type: none"> <li>Once the gate is closed, all pupils who are late must be taken be accompanied by an adult to the school office via the pedestrian gate. The adult must and wait with the pupil until a member of staff comes out to collect the pupil.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <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>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>Office to contact the parent/carer to agree when and how the medication will be dropped off.</li> <li>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.<br/>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 <a href="#">mental health resources</a> for children, parents, carers and school staff</li> </ul> </li> <li>We also have a number of mental health trained staff.</li> <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 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>School Dinners</b>              | <ul style="list-style-type: none"> <li>We will have three sittings for lunch to avoid overcrowding.</li> <li>Pupils in the same class will eat together in the same space whether they are having a hot school dinner or a packed lunch.</li> <li>Hot lunches must be pre-ordered by the deadlines given.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <p><b>Travel to School</b></p>                                   | <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<br/>or</li> <li>• use a scooter or bike</li> </ul> <p>If scooters or bikes are used for travel and the entry point is the blue gate, the adult dropping the child off at school should park the object.</p> <p>If the entry point for drop off and collection is the 1902 gate the adult dropping the child to school should adhere to the following procedure.</p> <ol style="list-style-type: none"> <li>1. Take it to the blue gate</li> <li>2. Gain permission from the staff member on the gate duty to enter the area to park it.</li> <li>3. Safely park the bike/scooter.</li> </ol> <p>This must happen at the end of the day as well. Pupils should not be in the area to reduce crowding.</p> |
| <p><b>Water Fountains</b></p>                                    | <ul style="list-style-type: none"> <li>• Water fountains have been disabled to avoid cross contamination.</li> <li>• Please provide your child 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Wraparound Provision and Extra-curricular Activity</b></p> | <ul style="list-style-type: none"> <li>• Breakfast club and after school clubs will continue.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Start of Day Arrangements

| Class                                                                                                | Start time    | Entry Point                 | Expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------|---------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nursery                                                                                              | 8:20am        | 1902 Gate                   | <ol style="list-style-type: none"> <li>1. Please wait to be invited to line up when the class is called.</li> <li>2. Pupils and parents will be invited to line up, one behind the other, maintaining social distance. Adults are expected to wear a mask if joining the line.</li> <li>3. Pupils should say goodbye to their parents/adult before reaching the 1902 gate.</li> <li>4. Pupils will enter the site through the 1902 gate.</li> </ol> <p>Scooters and bikes should be stored in the designated racks outside the school office. The adult should leave the scooter/bike after drop off by entering through the blue car gate and exiting through the pedestrian gate.</p> |
| KS2                                                                                                  | 8:30 – 8:39am |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• Yr3</li> <li>• Yr4</li> <li>• Yr5</li> <li>• Yr6</li> </ul> |               |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1B & 2B                                                                                              |               |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| KS1                                                                                                  | 8:40 – 8:49am |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• Yr1</li> <li>• Yr2</li> </ul>                               |               |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Rec                                                                                                  | 8:50 – 8:55am |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 3B, 4B<br>5B & 6B                                                                                    | 8:35 – 8:45   | Blue Car Gate               | <p>We will operate a one way system.</p> <ol style="list-style-type: none"> <li>1. Please wait to be invited to line up when the class is called.</li> <li>2. Pupils and parents will be invited to line up, one behind the other, maintaining social distance if crowded, by the blue car gate.</li> <li>3. Pupils and parents will walk through the blue car gate towards the blue gate by the playground.</li> <li>4. Pupils will say goodbye to their parent at this gate and walk to their classroom through the main school doors.</li> </ol> <p>Parents are asked to exit through the pedestrian gate.</p>                                                                       |
| RB                                                                                                   | 8:35 – 8:45   | RB classroom door           | <ol style="list-style-type: none"> <li>1. Please wait to be invited to line up when the class is called.</li> <li>2. Parents will be invited to line up, one behind the other, maintaining social distance and enter through the gate.</li> <li>3. Parents should walk to the RB classroom door, lining up one behind each other. When you reach the door, your child should enter the classroom. We encourage you to try to say goodbye before reaching the door.</li> <li>4. Parents should exit through the pedestrian gate.</li> </ol> <p>Scooters / bikes should be parked by the parent/adult with the child after drop off.</p>                                                  |
| Please note that 4 other bilingual classes also enter at this time                                   |               | Enter via the blue car gate |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

- These times may be adjusted should the need arise. Notice will always be given.

### **Family Friendly Arrangements**

If you have children in more than one year group, siblings can enter at the earliest slot together, from 8:30am only in the English stream or during an English focus week. Siblings of nursery pupils cannot start before 8:30am. Nursery pupils may enter school with their older siblings.

I encourage families to speak to me 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.

## End of Day Arrangements

| Class             | Collection time | Collection Point                                     | Expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------|-----------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nursery           | 3:00pm          | 1902 Gate                                            | <ol style="list-style-type: none"> <li>1. Please wait to be invited to line up when the class are ready to be collected</li> <li>2. Parents will be invited to line up, one behind the other, maintaining social distance by the 1902 gate. Adults are expected to wear a mask if joining the line.</li> <li>3. A member of staff will call each pupil when their adult reaches the gate.</li> <li>4. Pupils and parents should exit, keeping the one way system.</li> </ol> <p>Scooters and bikes should be stored in the designated racks outside the school office. The adult should collect the scooter/bike at the end of the day by entering through the blue car gate and exiting through the pedestrian gate.</p> <p>Year 6 pupils who have permission to walk home alone will be dismissed by the class teacher.</p> |
| Reception         | 3:05pm          |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Year 1            | 3:10pm          |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1B & 2B           | 3:15pm          |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Year 3            | 3:20pm          |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Year 4            | 3:25pm          |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Year 5            | 3:25 pm         |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Year 6            | 3:30pm          |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                   |                 |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Year 2            | 3:20pm          | Blue Car Gate                                        | <ol style="list-style-type: none"> <li>5. Please wait to be invited to line up when the class is called.</li> <li>6. Parents will be invited to line up, one behind the other, maintaining social distance and enter through the gate. Adults are expected to wear a mask if joining the line.</li> <li>7. Parents should line up one behind the other, opposite the class who will be in the playground waiting.</li> <li>8. Pupils and parents should exit through the pedestrian gate.</li> </ol>                                                                                                                                                                                                                                                                                                                          |
| 3B, 4B<br>5B & 6B | 3:15pm          |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| RB                | 3:15pm          | RB classroom door<br><br>Enter via the blue car gate | <ol style="list-style-type: none"> <li>1. Please wait to be invited to line up when the class is called.</li> <li>2. Parents will be invited to line up, one behind the other, maintaining social distance and enter through the gate.</li> <li>3. Parents should walk to the RB classroom door, lining up one behind each other. When you reach the door, your child will be called to come out to you.</li> <li>4. Pupils and parents should exit through the pedestrian gate.</li> </ol> <p>Scooters / bikes should be collected by the parent/adult before pick up.</p>                                                                                                                                                                                                                                                   |

## Responding to a suspected case of COVID19 at BWA

### Pupil shows symptoms

Teacher to

- Inform the office staff to set up the Isolation Room.
- Send the pupil to the Isolation Room with an adult.
- Tell the pupil to keep 2 metres away from anyone they pass and not to touch anything.
- Office staff to call the parent/carer to arrange for the pupil to be picked up.
- Pupil should be left alone in the Isolation Room if possible and safe to do so. An adult will supervise from behind the door window. If a 2m distance isn't possible, the supervising staff member will wear a face mask.

### Staff member shows symptoms in school or gets a positive lateral flow test result at home

- Staff member to inform headteacher if LFT result is positive or invalid.
- If in school, staff member to inform SLT before leaving the school premises as soon as symptoms develop, avoiding contact with others, if at school. If at home, they must not come in to school.
- If in school, the staff member must wait until supervision has arrived for their class before leaving.

Headteacher, or their deputy, to tell the pupil/staff member:

- To start self-isolating
- That members of their household may also need to self-isolate - check this here <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- If the staff member has a positive lateral flow test result: To report the test result to NHS Test and Trace
- To take a 'standard' PCR test (this **must** be taken **within 2 days** of a positive lateral flow test result) and report the test result to NHS Test and Trace. See below for what to do, depending on their PCR test result.

**Note:** if an individual has a positive lateral flow test, their close contacts in school who are **over the age of 18 years and 4 months** will also need to start self-isolating if contacted by NHS Test and Trace. Close contacts **under the age of 18** who are contacted by NHS Test and Trace won't need to self-isolate but will be asked to take a PCR test.

**Once the individual has left the premises (or if they're at home, immediately):** areas they've come into contact with in school to be closed, so these can all be cleaned and disinfected. If the individual is part of a class group, the rest of the group to be moved into an alternative location. All staff and pupils who've come into contact with the individual to be told to wash their hands thoroughly for 20 seconds

**Results – three options set out below**

If the **symptomatic** individual's PCR test is **negative**

- Pupil/staff member, and if applicable, members of their household, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms.
- Pupil/staff member can return to school.

If the **asymptomatic** individual's PCR test is **negative**

- Pupil/staff member, and if applicable, members of their household, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms.
- Pupil/staff member can return to school.
- Any close contacts above 18 years and 4 months will also be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms.

If the symptomatic or asymptomatic individual's **PCR** test is **positive**

**Symptomatic** individual to:

- Continue self-isolating for **at least 10 days**, counting from the day after their symptoms started ( or the day of the test if no they had no symptoms) . Guidance may change so the link here will be referred to. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>
- Then only return to school if the only symptoms they still have after the isolation period are a cough or loss/change of smell/taste (these symptoms can last for several weeks once the infection has gone) – they should **not** return until their temperature has returned to normal, or if they are otherwise unwell.

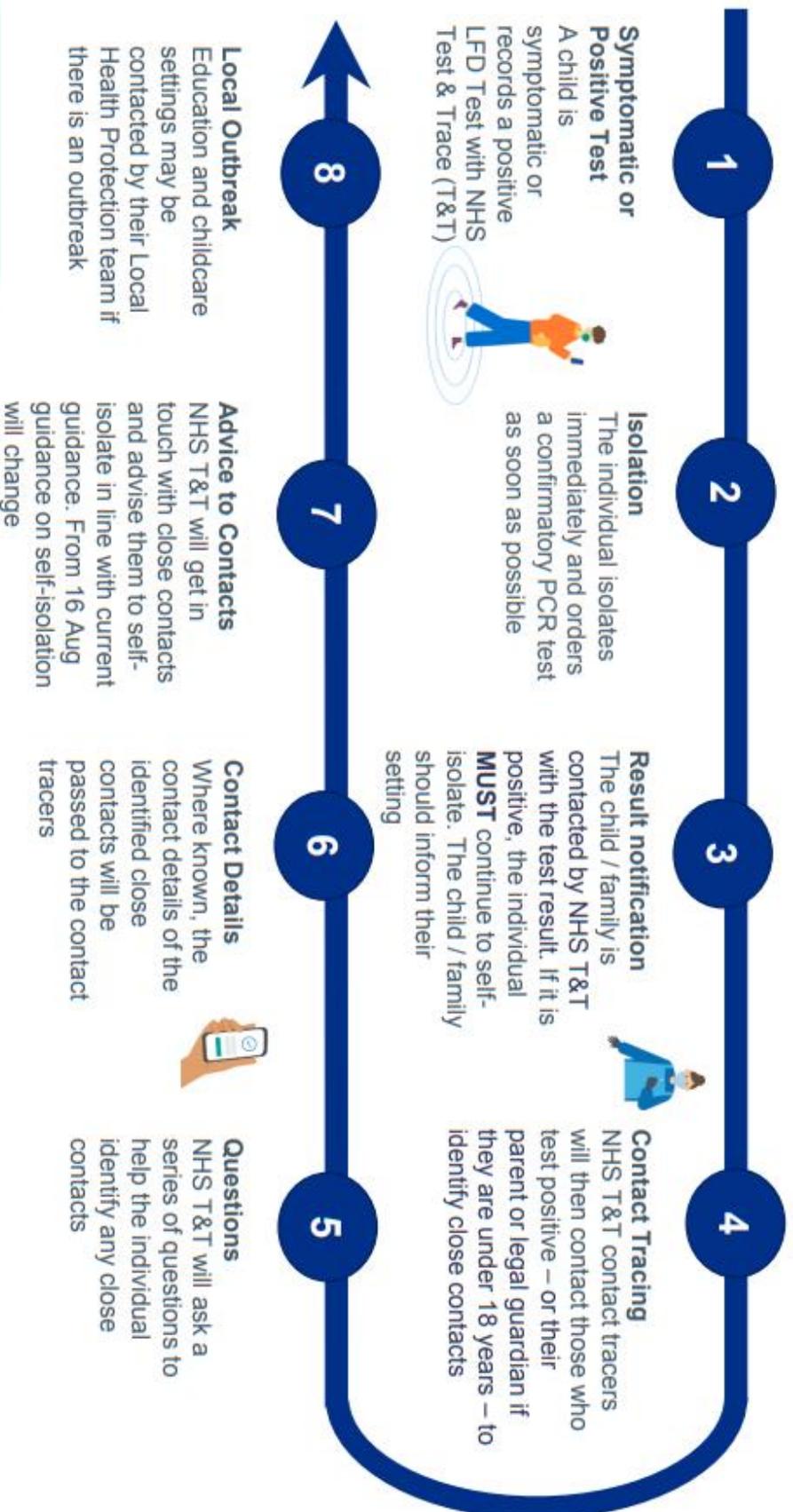
**Asymptomatic** individual to:

Continue self-isolating for **10 days**, counting from the day after the positive lateral flow test. Their close contacts in school must also complete their self-isolation as set out by NHS Track and Trace.

# Contact Tracing Journey

## For children and young people in education and childcare settings

**IMPORTANT:** If, at any point, a student, pupil or staff member begins displaying symptoms they must follow government guidelines, order a PCR test and self-isolate.



**Signpost to other advice:**

- Support if you're off work while self-isolating: <https://bit.ly/workingisupport>
- If you're worried about your health, visit <https://www.nhs.uk/> or call 111.
- Remote learning advice: <https://bit.ly/schoolsremotellearning>
- Printable action list for schools/colleges for children with symptoms

