

Belleville Wix Academy



BWA COVID 19 Family Guide

March 2021

Dear Parents and Carers,

This document sets out the systems that are in place at BWA during this pandemic to minimise the risks we have identified. Both schools have agreed protocols to ensure the same expectations are shared across the school site, at all times. We hope that families find this a helpful document to refer to in the spring 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. This will help us work together effectively to navigate this new era we are living in.

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>

When writing this guide, we have used the DfE guidance, specifically their Systems of Controls, as set out below. We will always refer to the NHS website for guidance as well. The link is here. <https://www.nhs.uk/conditions/coronavirus-covid-19/>

You may also find it helpful to visit our Coronavirus Updates page on the website if you have any queries. <https://www.bellevillewix.org.uk/news-events/coronavirus-updates/>

Attendance at school is mandatory for all pupils from 8th March 2021. This means it is your legal duty as a parent to send your child to school regularly.

We look forward to welcoming all pupils back to BWA on Monday 8th March.

Séana Henry

Headteacher

System of controls

This is the set of actions the DfE state all schools must take. They are grouped into 'prevention' and 'response to any infection.' The information starting on page 5 sets out a summary of the steps we are taking under each system of control that we expect the school community and visitors to adhere to.

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

To help us maintain social distancing, the school site has been split into bubbles, as set out below. We will join bubbles on the same floor, in some instances. These bubbles share the same corridor and washrooms.

Bubble	Location	Year Groups
1	Ground Floor	<ul style="list-style-type: none"> • 1M (BWA) • 1W (BWA) • RB (Bilingual) • Reception (BWA) • French Reception (EdW)
2	1 st Floor	<ul style="list-style-type: none"> • Year 1 (EdW) • 2B (Bilingual) • 2SB (BWA) • 2G (BWA) • 1B (Bilingual)
3	1 st Floor	<ul style="list-style-type: none"> • Year 3 (BWA) • Year 4 (BWA) • Year 5 (BWA) • Year 6 (BWA)
4	2 nd Floor	<ul style="list-style-type: none"> • 3B (Bilingual) • 4B (Bilingual) • Year 5 (EdW) • Year 3 (EdW)
5	2 nd Floor	<ul style="list-style-type: none"> • Year 4 (EdW) • Year 2 (EdW) • 5B (Bilingual)
6	3 rd Floor	<ul style="list-style-type: none"> • Year 6 (EdW) • 6B (Bilingual)

BWA – refers to Belleville Wix Academy

EdW - refers to Ecole de Wix

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

COVID-19 Symptoms

No one should enter the school site if:

- 1) they have one or more coronavirus (COVID-19) symptoms
- 2) a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- 3) they are required to quarantine having recently visited countries outside the Common Travel Area
- 4) they have had a positive test <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Pupils and staff must immediately cease to attend school and not return for at least 10 days from the day after:

- the start of their symptoms

or

- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

We know that carriers of the virus may not show any signs of the virus and this is a concern that I am sure we all share. See LFT in the next row.

Staff will have access to a thermometer to take pupils temperatures, as they feel is necessary. We acknowledge this is not an effective way to identify if someone has COVID19.

If a pupil becomes ill during the school day, they will be moved out of their classroom to the self-isolation room or an alternate space if this room is occupied. Pupils who show signs of symptoms will be asked to go home and we ask that parents collect their child without delay, in this circumstance.

A pupil will always be under adult supervision. The member of staff will, where possible, keep at least 2 metres away from the child, if 2m distance isn't possible the member of staff will wear PPE. They should stay in a ventilated room and wash their hands for 20 seconds once the child has gone home.

	<p>If a pupil displays coronavirus (COVID-19) symptoms while at school they should avoid using public transport and, wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result.</p> <p>In the event that a parent or carer insists on a child with symptoms attending school, BWA can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19).</p> <p>Any member of staff, or visitor, who develops symptoms whilst on the school site, will be asked to leave as soon as possible.</p> <p>This guidance may be helpful for information on COVID symptoms. https://www.stgeorges.nhs.uk/wp-content/uploads/2020/11/AAE_COVID_01.pdf</p>
<p>COVID-19 Testing & Self-isolation</p>	<p>Pupils or staff with symptoms will be requested to get tested if they are showing signs of COVID 19. We will advise parents and carers in the class, or school, if their child has been identified as a close contact as soon as possible.</p> <p>We expect all families and staff to adhere to the current NHS guidance on self – isolation.</p> <p>We will ask parents/carers and staff to inform us immediately about the result of the test for the pupil at school or any member of their household who has had to have a test due to symptoms.</p> <p>Test Results We will follow the most up to date NHS guidance. See link. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/</p> <p>We will manage any confirmed case amongst the school community and contact the DfE/PHE if we have more than two cases within 14 days and follow their advice. Based on this advice we may send home people who have been in close contact with the infectious person.</p> <p>Where there has been a positive case of COVID19, the cleaning regime will be in accordance with strict rules outline in COVID-19-decontamination-in-non-healthcare-settings.</p> <p>LFT Around 1 in 3 people with COVID-19 do not have symptoms, so a test that rapidly detects these otherwise hidden cases is a very useful additional tool for tackling the virus. Lateral flow device (LFD) testing is a fast and simple way to test people who do not have symptoms of COVID-19, but who may still be spreading the virus.</p> <p>Staff onsite have been able to access LFT since the 25th of January.</p>

	<p>Households with primary aged pupils are now able to request LFT to identify asymptomatic individuals. Information on this can be found through link.</p> <p>28th February – households with Primary age pupils can order 2 LFT a week</p> <p>https://www.gov.uk/government/news/all-households-with-children-of-school-aged-to-get-rapid-covid-19-tests-per-person-per-week?utm_medium=email&utm_campaign=govuk-notifications&utm_source=813f5236-80a6-4440-bd45-db9f6692837d&utm_content=immediately</p> <p>These LFT tests are optional for both pupils and staff at BWA. If you do choose to use these tests, we ask that you inform us of a positive or void result.</p> <p>Home Learning</p> <p>Pupils who are self-isolating at home will have access to home learning resources. Our aim is to have work set within 24 hrs of anyone going into self – isolation. Information on our Home Learning is also on our school website - https://www.bellevillewix.org.uk/home-learning/</p> <p>Parents/Carers are asked to ensure they sign up to MNP and have checked they have log in details for Seesaw as well as Bug Club.</p> <p>Padlet will be set up for pupils in the bilingual stream to access the work provided by EdW.</p>
Track and Trace	<p>Families and staff are expected to engage with the Track and Trace process.</p> <p>We will also ask any visitors onsite to leave their contact details and inform us should they develop symptoms.</p> <p>Our premises are currently not used by the public. We will display a QR code for any activities or provision at BWA where members of the public take part or make use of premises for hospitality, leisure or close contact services.</p>
Quarantine	<p>Families are asked to adhere to the latest expectations on arrival to the UK if they have travelled outside the UK.</p> <p>https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england</p>
Prevention 2. Where recommended, use face coverings in schools	
Face Covering	<p>Primary school children will not need to wear a face covering.</p> <p>The DfE recommend that staff and visitors wear face coverings where social distancing is not possible between adults, for example when moving around corridors and communal areas. All staff have been provided with paper and cloth masks.</p> <p>At BWA staff and visitors are expected to wear a mask whilst moving around the site but not expected when in a space alone or with pupils.</p>

	<p>Adults who come onsite to drop off / collect pupils in nursery are expected to wear a face mask.</p> <p>Adults are expected to wear face masks when in the line for drop off and collection.</p> <p>All adults are expected to wear a face mask onsite. School has sufficient face masks for anyone who comes onsite without one.</p> <p>Exemptions Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>If pupils choose to wear face coverings, their parents are expected to have shown them how to take it off safely. If pupils wear a reusable mask, they should have a separate bag to store it in during the day.</p> <p>Safe wearing and removal of face coverings Adults and pupils who wear a disposable face mask should put it in the bin by the entry point they use to enter the site.</p> <p>Adults and pupils who wear a reusable face mask should store them in individual, sealable plastic bags between uses.</p> <p>Adults and pupils wearing masks should do so safely - cleaning of hands before and after touching – including to remove or put them on. WHO posters have been shared with the school community.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Our school website has two links to instructions on this - https://www.bellevillewix.org.uk/news-events/coronavirus-updates/</p>
<p>Prevention 3. Ensure everyone is advised to clean hands thoroughly more often than usual</p>	

Handwashing Procedure	<p>We will ensure staff and pupils know the virus can be killed by washing their skin with soap and water and if these are not available, they can use hand sanitiser – 70% alcohol.</p> <p>Staff will model for pupils how to wash their hands and reinforce the message regularly.</p> <p>Signs showing how to wash your hands are displayed by our wash stations.</p> <p>Staff are expected to wash their hands before and after handling pupils' work.</p> <p>Doors that can be propped open will be to avoid touching door handles and the teacher will be asked to open doors for pupils, where possible. A paper towel, elbow, shoulder, foot may be used or if the handle is touched hands should be washed/sanitised after. Signs are on the doors to support pupils with how to open the door with minimal hand contact.</p>
Handwashing Schedule	<p>Staff will ensure pupils wash their hands at the following times:</p> <ul style="list-style-type: none"> • when they arrive at school • after break times • before and after eating • when they change rooms <p>Additional outdoor and indoor hand washing stations have been installed.</p>
Prevention 4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach	
Catch it, bin it, kill it.	<p>Staff will teach pupils the expectation for respiratory hygiene and why it is required, at the start of term. We will remind the children regularly about coughs and sneezes, using the phrase - Catch it, bin it, kill it.</p> <p>Pupils will be expected to wash their hands after coughing, sneezing or blowing their nose.</p> <p>Lidded bins available in every classroom for the disposal of tissues.</p> <p>We will keep windows open whenever possible.</p> <p>A risk assessment should be completed for any pupil who has poor respiratory hygiene.</p>
Outside Space & Outdoor Clothing	<p>Pupils will go outside no matter what the weather.</p> <p>Parents are advised to ensure pupils always have suitable outdoor clothing to wear - waterproof suits are recommended.</p>
Interventions & Close Contact	<p>Where possible, a teacher within the bubble should work with pupils in the same bubble. Staff are permitted to work across all bubbles, as set out by the DfE.</p> <p>A 2m social distance should be kept and PPE visors can be worn – this may be dependent on the age of the pupil, their needs and the needs of the staff member.</p>

Clothes Washing	We ask that clothes are changed daily and washed.
Prevention 5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents	
Cleaning Arrangements	<p>Cleaning onsite should conform to the standards on cleaning for non-healthcare establishments as prescribed by the government.</p> <p>To avoid cross contamination, each school will have their own full time day cleaner.</p> <p>Frequently touched areas will be cleaned regularly.</p> <p>Toilets will be cleaned regularly and pupils told to wash their hands thoroughly after use.</p> <p>Spaces occupied by an individual who has symptoms or confirmed as having COVID19, will be fogged as soon as possible and before anyone else uses the space.</p>
Bilingual Classroom Specific	<p>Pupils in the bilingual stream will be taught a week by the BWA teacher and the following week by the EdW teacher.</p> <p>The room will be deep cleaned at the end of each week.</p> <p>There will be clear demarcation of resources in the shared classroom and expectations of who uses them and how.</p>
Prevention 6. Minimise contact between individuals and maintain social distancing wherever possible The overarching principle here is to do all we can to reduce the number of contacts between pupils/ staff and the wider school community. The DfE guidance, that we will adhere to, is for adults to maintain 2 metre distance from each other, and from children, ideally. For children old enough (year 1 – 6), they should also be supported to maintain distance and not touch staff and their peers where possible.	
Bubbles Established	As shared at the beginning of this document.
Agreed Entry & Exit Points and Times	<p>Staggered start and end of day times have been agreed – see the end of this document. This schedule will be under review to ensure the timings proposed work for us. Parents should be aware the timings may change.</p> <p>Whilst waiting to enter the school site at drop off or the end of the school day, adults and children are expected to keep a 2m distance.</p> <p>Only one adult should accompany a child in the line at drop off and join the queue for pick up.</p> <p>Parents/ carers will not enter the school grounds at the start or end of day, except for nursery parents or by exception as agreed by the headteacher. Nursery parents will be allowed onsite in small designated groups, at set times to collect their child, prior to the end of day for Rec – year 6. If the time allotted is missed then the parent/carers will not be permitted onsite until the end of day dispersal has finished.</p>

	<p>We are permitting this due to the age of the pupils and because it is the start of their school experience. This arrangement will be under review.</p> <p>On entry to the school site, pupils will be met at the school gate and sent to their specified areas.</p> <p>Parents and Carers are asked to adhere to the following expectations at drop off and collection</p> <ul style="list-style-type: none"> • Line up when it is your allotted time – not before • Do not jump the queue • Keep 2m apart at all times –markings on the path are there to help everyone • Pupils should behave sensibly in the line to ensure social distancing is adhered to for all • Adults should wear a mask • Allow pedestrians to pass • Be respectful to the local residents • Say goodbye before you get to the gate as this stops the flow • Model good road safety to your children <p>Pupils are expected to keep 2m apart on site on entry, exit and moving around the school – markings on the ground to remind school community.</p> <p>Upset Pupils We will have a strategy for “clingy” pupils. Young pupils may be unsure about coming back to school and whilst parents may have entered the school to settle their child previously, unfortunately this is now not permitted. Please be assured we will work closely with families should this issue arise.</p> <p>Lateness We have a tight schedule to ensure we can enter and exit the site safely. Everyone is asked to adhere to it.</p> <p>Pupils are expected to be on time for school, every day.</p> <p>Parents are expected to arrive on time for the end of day pick up.</p> <p>Pupils who are late need to be escorted to their classroom by a member of staff increasing the risk to staff, the pupil and anyone on the site. They will have missed their handwashing station slot as well so this will need to be arranged at the time. The adult accompanying the pupil to school will be expected to wait outside the main office area with the child until a member of staff is available to take the child to their class.</p> <p>School Streets This started on 12th October after a 2 week consultation. This will reduce the flow of traffic during the drop off and collection times. Volunteers and some staff were trained in the procedure by the LA. It is important that everyone knows:</p> <ul style="list-style-type: none"> • Some traffic is permitted on the road during the set hours so do take care when walking on the road at the beginning and end of day. • We expect everyone to socially distance by 2m.
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	<ul style="list-style-type: none"> Groups should not gather together because there is space on the road to do so as this blocks the area to other users. Anyone on bikes and scooters must be mindful of other users and their safety.
Schedules for <ul style="list-style-type: none"> handwashing toilet breaks playtimes 	<p>This has been agreed between the two schools.</p> <p>BWA will ensure the protocols in the shared agreement between the two schools is adhered to on the ground floor and 1st floor.</p> <p>EdW will ensure the protocols in the shared agreement between the two schools is adhered to on the 2nd and 3rd floor.</p>
Measures within the Classroom	<p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Staff are expected to adhere to this expectation at all times.</p> <p>Staff are expected to maintain a 2m distance from their pupils, staying at the front of the class, and away from their colleagues, where possible.</p> <p>Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Staff are expected to stand side by side for conversations – these should be brief and not longer than 15 minutes.</p> <p>A risk assessment is to be completed for any situation where this is not possible.</p> <p>For children old enough (Year 1+ and reception if possible), they will be supported to maintain distance and not to touch staff or their peers, where possible. Even doing this some of the time, will help reduce the spread of the virus.</p> <p>Adaptations have been made to every classroom to support distancing where possible, for example:</p> <ul style="list-style-type: none"> seating pupils side by side and facing forwards except for the EYFS and 1B on a French week desks to be spaced out as far apart as possible (re)moving unnecessary furniture out of classrooms to make more space
Premises Officer	<p>Jonathan may move between bubbles, keeping a 2m distance.</p> <p>He will minimise movement between the bubbles.</p>
Expectations of Social Distancing Onsite	<p>It is still important to reduce contact between people as much as possible.</p> <p>Pupils should only mix in a small, consistent group (bubble) and that small group should stay away from other people and groups, where possible.</p> <p>Classes to keep to bubbles, wherever possible.</p>

	<p>Bubbles to be kept apart wherever possible.</p> <p>Bubbles to be given separate allocated areas of the playground to use for playtimes and lunchtimes etc.</p> <p>Staggered break times and lunchtimes for pupils will be implemented.</p> <p>Expectation that pupils are never on a corridor without an adult.</p> <p>Pupils are to be accompanied to the toilet to ensure other pupils are not in there and hands are washed.</p> <p>Teachers and other staff may operate across all groups but should try to keep their distance from pupils ideally 2 metres away, whenever possible.</p>
Early Pick Up	<p>If a parent or carer needs to collect a pupil for an appointment during the day, this needs to be shared with the office in advance so that arrangements can be made.</p> <p>The adult will be expected to wait outside the school office for the pupil.</p>
Outside of School	<p>We ask families and staff to adhere to the latest government restrictions and advice on COVID19. The whole school community has a responsibility to consider others by minimising social interaction outside of school to reduce the risk of catching the virus and passing this to others in our school community. Closure of bubbles will result in further disruption to learning.</p>
Parent and Pupil Events	<p>Large gatherings such as assemblies will not take place.</p> <p>Parents will not be allowed onsite unless invited by the headteacher.</p> <p>The following events will be virtual</p> <ul style="list-style-type: none"> • Curriculum evenings • Parent Teacher meetings • Assemblies • Staff training <p>Trips/ Other Learning Experiences</p> <p>These are to be risk assessed carefully if they are to go ahead. They are currently not permitted by the Government.</p> <p>We continue to organise virtual events with guest speakers and visits to places.</p>
Specialist Teachers	<p>Supply staff, peripatetic teachers, volunteers, trainee teachers and coaches may also mix with bubbles whilst keeping 2 metres distance. Each situation will be risk assessed carefully before the lessons start.</p> <ul style="list-style-type: none"> • Virtual lessons may be used. • Dance lessons should be able to go ahead as planned. • Gymnastic lessons may be unable to go ahead for the summer term. • ICT lessons should be able to go ahead as planned.
Resources	<p>We will adhere to the latest DfE guidance on this.</p>

	<p>Use of resources should be kept to a minimum.</p> <p>Resources must be cleaned regularly in each class.</p> <p>Every BWA pupil to be given a pack with the basic equipment they need.</p> <p>Any shared equipment, e.g. books and games may be shared within the class or rotated and kept out of use for a set amount of time.</p> <p>If pupils in a different class need to use equipment sooner than the above guidelines, equipment is to be cleaned before use.</p> <p>Outdoor playground equipment, if used, should be cleaned more frequently.</p> <p>Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones (yr 6 only). Bags are allowed.</p> <p>Each class have their own play equipment.</p> <p>Music Musical instruments should not to be shared. They must be cleaned if they are shared.</p> <p>Singing may only be done in small groups of about 10-15 with pupils facing away from each other.</p> <p>PE Our PE curriculum will minimise the use of equipment. Additional resources have been purchased. If staff need to use equipment but are unable to leave it for the required length of time between each use then it should be cleaned before use.</p>
Staff Absence	<p>Should staff absence levels mean the school site is unsafe for pupils, we will inform the trust, parents and carers.</p> <p>We will endeavour to inform parents and carers as soon as possible of any disruption and hope that this will be minimal.</p> <p>Please be aware that you may be informed on the morning that your child is unable to attend school on the same day. I sincerely apologise for this as I know it is not ideal for you. Please be assured these measures will be for the safety of your child.</p>
Travel to School	<p>We ask parents to make every effort to:</p> <ul style="list-style-type: none"> • avoid public transport • walk to school if they can • avoid bringing scooters or bikes onto the site, for reasons of contamination and storage space <p>If scooters or bikes are required, and the entry point is the blue gate, the adult dropping the child off at school must 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"> 1. Take it to the blue gate 2. Gain permission from the staff member on the gate duty to enter the area to park it. 3. Safely park the bike/scooter. <p>This must happen at the end of the day as well. Pupils should not be in the area to reduce crowding.</p> <p>Schools Streets – as before.</p>
After Drop Off	<p>We kindly request that parents do not congregate outside the school.</p> <p>If you wish to catch up with one another, please ensure that this happens with the appropriate social distance between you away from the school site and in keeping with the Government restrictions in place at the time.</p> <p>We have a small window for children entering and exiting the site. We want this to be a safe and calm experience for them and this should be our shared focus at these times.</p>
First Aid	<p>A First Aider will be assigned to each bubble.</p> <p>Each class will be provided with their own first aid bag and incident book to deal with minor injuries.</p> <p>Procedure is in place for more serious injuries.</p> <p>Bilingual Stream First Aider for the class to administer FA for minor injuries. Anything more must be treated/assessed by the school FA team the pupil is registered with.</p>
Medicines	<p>Summary of process when a new medication is prescribed for pupils</p> <ol style="list-style-type: none"> 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. 2. Office to contact the parent/carer to agree when and how the medication will be dropped off. 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. <p>For prescribed medication that is taken regularly – our process remains unchanged.</p>
Water Fountains	<p>Please provide your child with a labelled/distinctive bottle of water each day. Water is available for any pupil who needs additional water or forgets their water bottle.</p> <p>All water fountains have been disabled to avoid cross contamination.</p>

School Dinners	<p>Lunch will be eaten in classrooms for every year group, except reception classes, who will eat in a hall space. Times have been staggered.</p> <p>Hot food will be offered to pupils having school lunches. These must be ordered two weeks in advance.</p> <p>Meals will be served in disposable containers collected by a staff member from the canteen and delivered to the class, observing social distancing.</p> <p>The cost of a school lunch will be £2.50.</p>
Breakfast Club	<p>Pupils will attend the provision with children from their bubble/floor.</p> <p>Booking is essential. Unfortunately ad hoc pupils will not be allowed to attend.</p> <p>The cost is £5.00 per day.</p>
ASC	<p>Young stars will offer an ASC provision daily.</p> <p>Pupils should be kept with their bubble.</p> <p>Kidoloisirs will also offer some clubs, for the bubbles set out above and with limited pupil numbers.</p> <p>Other clubs have not been confirmed at this stage but will be kept under continuous review.</p> <p>Please be aware the Government state parents should only access this provision for their children where:</p> <ul style="list-style-type: none"> • the provision is being offered as part of the school's educational activities (including catch-up provision) • the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution • the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group
Prevention 7. Always keep occupied spaces well ventilated.	
Air flow in school	<p>As stated throughout, we have always insisted on windows being open at all times. Staff have been informed of the research of how important air flow is in reducing the spread of the virus.</p> <ul style="list-style-type: none"> • The Premises Officer opens all windows in communal areas daily. • Teachers will open their class windows daily.

	<p>To ensure there is a comfortable teaching environment maintained</p> <ul style="list-style-type: none"> • Windows are ajar during the teaching day to provide constant background ventilation – teachers to open as many windows as they can whilst maintaining comfort in the room. Our windows only open about 10 cm at the bottom. • Pupils and staff have been advised to wear layers to school. • Pupils shouldn't be near the open windows if they get a draft. • Heating will remain on. • Additional heaters provided to ensure windows are open. • If the temperature is cold outside or it is windy, opening high level windows is the preference to low level ones to reduce draughts. • Windows will be fully opened at break and lunch times when the room is empty to get a good flow of air through. <p>As necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p>
Prevention 8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary	
PPE in School	<p>PPE equipment will be available in every room.</p> <p>Staff have had training focused on how to use and dispose of equipment appropriately.</p> <p>PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual or child becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained • where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>Staff and pupils may wear PPE they provide if they wish to wear it in situations the government advice says is not needed.</p> <p>We will always follow the guidance issued by the government as a minimum expectation.</p>
Prevention 9. Promote and engage in asymptomatic testing, where available	
LFT	<p>Rapid testing remains a vital part of the Government's plan to suppress this virus.</p> <p>LFT - asset out before in this document.</p>
Response to any infection 10. Promote and engage with the NHS Test and Trace process	
Track and Trace	<p>Staff members, parents and carers have been informed they will need to:</p> <ul style="list-style-type: none"> • book a test if they or their child has symptoms

	<ul style="list-style-type: none"> • self-isolate immediately and not come to school if: <ul style="list-style-type: none"> • they develop symptoms • they have been in close contact with someone who tests positive for coronavirus (COVID-19) • anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) • they are required to do so having recently travelled from certain other countries • they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation • provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace <p>Staff and parents are told to advise the school immediately in the event of a positive test result.</p> <p>Persons that feel well, no longer have COVID-19 symptoms and test negative should be told that they can return to school (though they should continue to avoid contact with other persons if they still have cold/flu symptoms).</p> <p>Anyone testing positive and their household should be told to follow government guidance – see link https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>NHS COVID-19 app The app is available to anyone aged 16 and over to download if they choose. Staff members are also able to use the app.</p>
Response 11. Manage confirmed cases of COVID-19 amongst the school community	
Confirmed case	<p>As stated before.</p> <p>If support is needed to identify close contacts, we will contact the DfE/PHE without delay, and all advice followed, should a member of the school community test positive for COVID-19.</p> <p>Close contact means:</p> <ol style="list-style-type: none"> 1) anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) 2) anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to face conversation within 1 metre • been within 1 metre for 1 minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle

Response**12. Contain any outbreak by following PHE local health protection team advice****Outbreak**

As stated before if we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak. We will work with PHE in this instance and inform families of the actions needed.

Start of Day Schedule

Time	Class	Entry point to site	Entry point to building	Handwashing station								
				G/ Floor toilets	KS1 cloakroom	Toilets 1st floor	KS2 Cloakroom	Portable sink	Outside Sink by Toilets (3)	Outside Sink Orange door (3)	Outside Sink By Canteen (5)	Wash basin in /by room
8:20 - 8:30	Nur	1902	Nur									✓
8:30 - 8:35	Yr 6	1902	Back staircase						✓			
	Yr 5	1902	Back staircase								✓	
	3	1902	Back staircase				✓					
	4	1902	Back staircase							✓		
	Fr Rec	Blue Gate	Care Value door					✓				
	RB	Blue Gate	RB									✓
8:40 - 8:45	1B	1902	Orange door									✓
	2B	1902	Orange door		✓							
	Fr Yr 1	Blue Gate	Orange door			✓						
	1W	Blue Gate	Be back door									✓
8:50 - 8:55	2SB	1902	Orange door						✓	✓		
	2G	1902	Orange door			✓						
8:55- 9:00	1M	1902	1M	✓						✓	✓	
9:00 - 9:05	Rec	1902	Rec	✓								
Time	Class	Entry point to site	Entry point to building	Toilets on the floor	KS2 Cloakroom	Portable sink by classroom						
8:40	3B	Blue Gate	Main staircase			✓						
8:45	4B	Blue Gate	Main staircase			✓						
	5B	Blue Gate	Main staircase			✓						
	6B	Blue Gate	Main staircase			✓						

Siblings may come in at the same time.

Exceptions

- Bilingual classes on a French week
- Nursery – if arriving after 8:30, a member of staff will accompany you to the Nursery. You will have to wait until there is a member of staff available.

This is all subject to change.

End of Day Schedule

Time	Blue Gate	1902 Gate
2:45 - 3:00		<ul style="list-style-type: none">• Nur Set times of 5 mins will be given to parents
3:05	<ul style="list-style-type: none">• RB• 1W	<ul style="list-style-type: none">• Rec
3:10	<ul style="list-style-type: none">• 2SB• 2G	<ul style="list-style-type: none">• 1M
3:15	<ul style="list-style-type: none">• 3B• 4B• 6B• 5B	<ul style="list-style-type: none">• 1B• 2B
3:20	<ul style="list-style-type: none">• Yr 6• Yr 5	<ul style="list-style-type: none">• Yr 3• Yr 4