

Setting/Premises:	Rendlesham Primary School		
Assessment Date:	04/01/22	Review Date:	End January 2022
Assessment completed by:	Debbie Thomas (Academy Head)		

Daily operation	Guidance/ Measures in place	Actions to be considered when school is notified of positive case	Impact on education	Communication inc. roles and responsibilities
Classrooms	Windows and doors to stay open Tables to be cleaned daily	Parents to be advised of a positive case in the class and to increase LFD to daily for 7 days if their child has been notified they are a close contact Close contacts within groups (breakfast club, ASC, enrichment clubs, form class, maths groups, friendship groups) will be required to LFD for 7 days and report any positive outcomes – PCR must follow positive LFD	Pupils with positive PCR to stay off school and retest on day 6 and 7 If both LFD outcomes are negative the child can return to school on day 8 as long as they do not have a temperature	Parents will be advised by email – with a letter from the Academy Head Text notification will be sent by KW to inform parents to check email
Assemblies	Children to sit in class rows Children to face the same direction Hall to be ventilated	Assemblies to continue with mixed phases and singing permitted Assemblies to continue with social distancing between class groups.	Consider class assemblies for 2 weeks as an interim measure to reduce spread	DT to contact CMAT if cases increase and cause complications around staffing and safety of pupils- current legislation will be applied taking into account local circumstances
Playground	No restrictions	No change to playground routine	NA	
Lunchtimes	Nursery and Reception children to start lunch at 11.30 in hall As places become available MDSAs to call in other year groups as appropriate		N/A	

Tuck Shop	Led by year 6 children in school hall	Identify close contacts if a helper tests positive	N/A	
Parental attendance	No parental visits to school All parents to wear face coverings from 1 st November when in the playground	Letter to parents explaining need for face coverings and social distancing sent by CEO 4/1/22 If parents advise that they have a positive LFD or positive PCR their children will be required to LFD for the next 7 days and can continue to attend school if results are negative	n/a	Office to monitor parental messages + calls
EVCs	Follow transport guidance below Ratios can be supported with parents that can evidence a negative LFT on the day of the visit Encouraged to go ahead with COVID RA from receiving site in place	Adults will be replaced where possible to allow visits to continue If the visit lead is unable to attend a member of SLT will replace them where possible parents will be made aware of what cost elements are refundable prior to giving consent	EVCs will only be cancelled if adult ratios cannot be met	All communication to parents regarding EVCs will set out cancellation procedures

Tracing close contacts and isolation	Guidance/ Measures in place	Actions to be considered when school is notified of positive case	Impact on education	Communication inc. roles and responsibilities
Informing parents	Parents will be notified of the presence of a positive case in a class or group by the school but no names will be shared. If staff are aware of close contacts parents will be notified as soon as possible alongside NHS track and Trace.	NHS Test and Trace will work with the positive case <u>and/or their parent</u> to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case <u>and/or their parent</u> specifically identifies the individual as being a close contact. <u>individuals are not</u> required to self-isolate if they <u>are contacted by NHS Test and Trace live in the same</u>	Pupils awaiting results or asymptomatic but positive will receive home learning in line with the Trust policy	Class teachers to contact parents of pupils to inform them of the home learning offer For maths – this is the maths teacher not the form teacher

		<p><u>household as someone with COVID-19, or are a close contact of a positive someone with COVID-19 case., and any of the following apply:</u></p> <ul style="list-style-type: none"> • <u>they are fully vaccinated</u> • <u>they are below the age of 18 years and 6 months</u> • <u>they have taken part in or are currently part of an approved COVID-19 vaccine trial</u> • <u>they are not able to get vaccinated for medical reasons</u> <p>Instead, children<u>they</u> will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.<u>PCR test.</u></p> <p><u>Staff who do not need to isolate, and children and young people aged 5 -10 who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school</u></p>		
Informing the LA	D Thomas has information on who to contact			D Thomas will notify the LA as per the County Council flow chart
Informing PHE	D Thomas to follow PHE guidance on when to notify			D Thomas will follow PHE guidance and report as required
Informing CMAT	The attendance register will report cases.		CMAT home learning policy to be applied to absence where pupils are asymptomatic	In the event of multiple cases in one group of pupils CMAT will be advised by K Watts and current guidance will be applied.

Managing Staffing	Guidance/ Measures in place	Actions to be considered when school is notified of positive case	Impact on education	Communication inc. roles and responsibilities
Measures to support staff	<p>All staff are to complete LFD test's twice per week or as directed if part time only and report their results using the Government APP</p> <p>Staff are to work in well ventilated areas</p> <p>Sanitiser is available to all staff</p> <p>Wearing of face coverings in communal areas is optional until further notice</p> <p>Staff room to be expanded into the atrium</p>	<p>Fully vaccinated staff do not need to isolate if identified as close contacts.</p> <p>They will be required to complete a Lateral Flow Test and report the result</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>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 staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>		School Outbreak Contingency Plan to be shared with all staff and published on website
ALL Staff with symptoms	Should complete a PCR test and inform the Academy Head of the result immediately.		Classes may be covered by unqualified teachers working in school,	
Fully vaccinated staff notified as close contacts	Do not need to isolate if identified as a close contact. They should complete a LFD immediately and report the result.	<p>All close contacts should complete a LFD immediately – if the test is negative the staff member may remain in work as long as they have no symptoms</p> <p>If the LFT is positive staff must immediately isolate and take a PCR test</p> <p>Staff with symptoms will also need to get a free PCR test to check if they have COVID-19</p> <p>Staff testing positive must isolate for 7 days and LFD test on day 6 and 7. If both tests are negative the staff member may return to work as long as they do not have a temperature</p>	by an HLTA , a cover teacher employed by the school or a supply teacher.	

Unvaccinated staff notified as close contacts	If staff choose not to get vaccinated, or are unable to be vaccinated they will need to self-isolate for 10 days if identified as a close contact in line with NHS guidance.		Isolating staff with no symptoms will be required to live teach from home or access CPD provided by the Academy head. Any CPD will be recorded and staff evaluation will be requested.	
---	--	--	---	--

Pupil Absence	Guidance/ Measures in place	Actions to be considered in case of positive case	Impact on education	Communication inc. roles and responsibilities
Pupils with COVID-19 Symptoms	If symptoms are identified in school pupils will be moved to an isolation room and adults supporting will be provided PPE Parents will be notified and required to collect the pupil immediately.	If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.	Pupils with symptoms are not required to access home learning but should be encouraged to return to school after their isolation and when all symptoms have gone	School to inform parents via letter

	Pupils should not come into school if they have symptoms, or have had a positive test result			
Siblings of pupils with symptoms	Siblings will be required to LFD test for 7 days as a close contact of a positive case. However if the LFD is negative and they have no symptoms they can continue to stay in school	Siblings must complete a LFT and follow stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection .	Siblings with no symptoms and a negative LFD can return to school either during the same day or the following session	Office staff to collect siblings and notify parents Register to be updated accordingly
Pupils identified as close contacts	Teachers to keep records of maths groups and phonics groups Enrichment groups require a weekly register which is the responsibility of the lead adult K Watts to keep register of BSC/ASC and Enrichment groups	NHS track and trace will contact parents School to send supporting document to parents highlighting latest government guidance Pupils will be encouraged to attend school if no symptoms and a negative lateral flow test or PCR has been completed School will request LFD tests for 7 days if a child is identified as a close contact	Close contacts must return to school if negative and no symptoms are present Positive asymptomatic pupils can access home learning as advised by the class teacher Positive and unwell children do not need to access home learning	Parents to inform office staff of results and email staff if their child requires home learning
Attendance	Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).	Parents will be informed that attendance is mandatory unless a positive case has been identified	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.	Parents to communicate with the school office
Pupils Travelling Abroad	For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance .	Pupils returning from abroad must take a LFD test and parents must report the result to school staff before returning Isolation is only required if a child has symptoms or a positive result	Pupil attendance is mandatory Follow attendance guidance above	Parents to be informed of the need for a test in writing before the start of term

Wearing of face coverings	Guidance/ Measures in place	Actions to be considered in case of positive case	Impact on education	Communication inc. roles and responsibilities
Pupils	Not required	If multiple cases are reported pupils will not be required to wear face coverings All children will use sanitiser or wash hands before entering a classroom	n/a	Letter to parents at start of term sets out conditions
Staff	Optional	Staff will follow government guidance for primary schools	n/a	Staff will be updated by email if there are increased cases and guidance changes
Visitors	Compulsory	ONLY essential visitors allowed on site Visitors will be asked to provide evidence of a negative LFD test Visitors will be asked to wear a mask when working in close contact with an adult or child	n/a	Will be checked by the office staff Invitees will be notified by receiving staff of our conditions

Transport	Guidance/ Measures in place	Actions to be considered in case of positive case	Impact on education	Communication inc. roles and responsibilities
Transport to sporting events/ swimming or EVCs	Face coverings are not required by pupils Pupils to use hand sanitiser before entering the coach and when leaving it to reenter school	Notify the transport company Notify EVC site (school office) Trace close contacts i.e those seated adjacent to positive case	No impact	K Watts to notify transport company and EVC site of positive cases Inform parents of known close contacts and follow guidance above for pupils

	Pupils should space out where possible sitting in pairs and leaving every other row free			
--	--	--	--	--