

Linby cum Papplewick CE School Procedures Sept 2020



Delivering and Collecting Children see School Travel Protocol & **'Covid 2020 Procedures Appendix'** for details

~~Children need to wait with parents at their respective classroom entrance at the beginning of the school day. Please ensure children do not run around or play on the field, playground or play equipment before or after school~~

For safety reasons please use the Horse & Groom Public House car park.

The Manager has requested you use the **back of the car parking area only Except first thing in the morning.**

We rely heavily on the goodwill of the brewery please don't upset them!

Do not use Quarry Lane for bringing/collecting your child to school at the start/end of the day

Quarry Lane serves two quarries and some private residences and is used regularly. Please ensure your children walk along the pathway provided by Sherwood House.

School Path and Fencing

Please ensure children **do not** enter the school grounds by climbing on, or through the fence.

School Times

~~When you bring your children in the morning at 8.40am school staff will be available in the cloakrooms to meet them and help settle them down to the task awaiting them within the classroom. This will also ensure that the class teacher can start the day promptly. We appreciate younger children may still need more help from you.~~

~~At the end of the day your child will meet you at the infant entrance (class Ash & Elm), in the playground or at the school gate (Juniors). It is very important that your child knows to return to school if you are not at the pre-arranged meeting point.~~

We are always happy to meet with you about your child. Please arrange a mutually convenient time with your child's teacher after the other children have left at the end of the day – for a telephone discussion **'Covid 2020 Procedures'**.

Absence

We show authorised and unauthorised absences as a yearly statistic.

It is the parent's responsibility to notify school of the reason for a child's absence. If your child is off, please **notify by phone before 9.00am each day** – a message may be left on the answer phone (0115 9634282 or by e-mail (office@linby.notts.sch.uk). Children who arrive in school after **register has been marked** will have their name entered in a late book, unless special circumstances have been agreed. Any children being taken out of school for dentist, doctors appointments etc. will need to be signed in and out. The book for this is kept in the entrance hall, outside the school office.

We strongly discourage holidays during the school term – they disrupt learning and put your child at a disadvantage especially when they are taken at the beginning of term or during assessment weeks. We must be notified of holiday and only in exceptional circumstances will they be authorised.

A record of absences is kept and reviewed each half term. If a child's absence record is causing concern, parents will be invited to discuss the reasons for this with the Head teacher.

Absence will be authorised for families to attend funerals or associated events.

Gift vouchers are presented at the end of the school year for exemplary attendance.

As a school we support the D.F.E.E.'s statement "**Attendance at school must be regular. Irregular attendance undermines the educational process and leads to educational disadvantage**".

Sweets/Cakes

Very occasionally teachers may give out sweets as prizes and treats in class. However, because of our Healthy School Policy we do not give out sweets or cakes for birthdays or when children have been on holiday.

Dinners

Most of the children stay for a midday meal. The dinner staff work hard with the children encouraging them to try new foods & use their cutlery correctly.

Money should be sent at the beginning of each week, or half termly.

Any cheque payments should be made payable to **NCC Linby & Papplewick Primary School**. School dinners are provided free for all Infant children as part of the Universal Free Infant Schools Meals Scheme.

Sandwiches

Please could sandwiches be brought in a clearly labelled sealed container and placed on the sandwich trolley in the cloakroom. Could you please ensure that no peanuts, sweets or chocolate, apart from a chocolate biscuit are included in your child's sandwich meal. Water is provided to drink; other hot or cold liquids should not be brought to school.

Permission must be sought from the Headteacher if you wish your child to change to sandwiches and a **minimum notice of 2 weeks must be given**.

Break

Please provide your child with a **clearly named water bottle with a sports top** so that they may have a drink of **water** during the day if they wish. These should be taken home daily to be washed and refilled.

-Children may bring only fruit or vegetables to school to eat at playtime.

Friends of Linby and Papplewick Primary School – 'FLAPPS'

The majority of our fund raising is undertaken by 'FLAPPS'. They meet in school on Monday and Friday mornings. During term time they help the staff out with making resources and "odd jobs", they organise costumes for productions, refreshments for parent's evenings, help ensure Book Week is successful, etc. They are always on the 'look out' for willing volunteers - this is absolutely invaluable to the teachers. *(Please note that meeting has been temporarily suspended due to Covid)*

Parents who cannot meet in school are encouraged to support the schools fund raising activities. All monies raised goes back into buying equipment and enriching the curriculum for the benefit of your children. Without this money the school would not be so well resourced.

SCHOLASTIC Book Club

Is run by one of the parents. Leaflets are sent out before each book fayre, cheques should be made payable to **FLAPPS**.

Medication – See School Medicine Policy for full details

If the school staff agree to administer medication on short term or occasional basis, the parent / carer is required to complete a consent form. **Verbal instructions will not be accepted (see also section on analgesics).**

Medication should be provided in an original container with the following, clearly shown on the label:

- Child's name and date of birth
- Name and strength of medication
- Dose
- Expiry dates whenever possible
- Dispensing date/pharmacist details

Antibiotics

Please ask the GP to **prescribe an antibiotic** which can be **given outside of school hours wherever possible**. Most antibiotic medication will not need to be administered during school hours. Twice daily doses should be given in the morning before school and in the evening. Three times a day doses can normally be given in the morning before school, immediately after school (provided this is possible) and at bedtime. It should normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime. The parent / carer must complete the consent form and confirm that the child is not known to be allergic to the antibiotic. Whenever possible the first dose of the course, and ideally the second dose, should be administered by the parent / carer. Tablets or capsules must be given with a glass of water. The dose of a liquid antibiotic must be carefully premeasured by the parent and stored in a pot or syringe also provided by the parent / carer.

Analgesics (Painkillers)

For pupils who regularly need analgesia (e.g. for migraine), an individual supply of their analgesic should be kept in school. Written consent from the parent / carer must be in place.

Travel Sickness

In the event of a pupil suffering from travel sickness (by coach or public transport) the following procedure may apply:

Day Visits (e.g. to a museum or exhibition)

The pupil should be given the appropriate medication before leaving home, and when a written consent is received they may be given a further dose before leaving the venue for the return journey (in a clearly marked sealed envelope with child's details, contents and time of medication). Medication is to be kept with a member of staff and the consent is signed by that staff member before inclusion in the visit documentation.

Due to the risk to other children **we do not allow children to bring cough sweets, paracetamol preparations such as Lemsip, or hay fever tablets into school.**

Children with asthma are responsible for their own clearly named inhaler and they should be kept in the designated store in each class. Inhalers should be taken home each weekend for parents to check.

In the best interest of the child that has been sick and everyone else at school, if your child is sick and/or has diarrhoea they are kept away from school for 48 hours after the last bout, and ensure they have eaten normally before their return.

Sun Lotions/Cream

Exposure to harmful UV radiation from the sun is a problem in this country. It is important that our children are protected from exposure to harmful radiation. We encourage children to play in the shaded areas and wear their school cap.

We would also encourage you to protect your children with the 24hour sunscreens that are now available. We recognise that some children are very susceptible to sunburn and may

require more regular application of sunscreen and it is not always possible for parents to come to school to reapply this. There are roll on sunscreens available for children, these may be suitable for your child to self apply. However, it will be important that they understand that they must not share these and also for you to train them in applying the sunscreen.

Please ensure bottles have your child's name and class name on.

If you would prefer to apply the sunscreen yourself, you may come to school during the breaks or lunch times to do this.

"Keeping in Touch"

~~Every child will be given a booklet to record weekly activities to be undertaken at home. These booklets may be used to provide the teachers with information about reading and homework done out of school. They will be signed weekly. Parents, children and teachers have space to write comments and **parents are requested to sign the booklets each week.**~~
Suspended during Covid 'Covid 2020 Procedures'

Class teachers can be e-mailed on the following:

asht@linby.notts.sch.uk elmt@linby.notts.sch.uk firt@linby.notts.sch.uk
oakt@linby.notts.sch.uk

Worship

Worship (assembly) takes place daily. On alternate Fridays from 2.45pm onwards we have Goodwork where we celebrate children's achievements and on the other Fridays Rev Trevor Raaff leads worship from 2.55pm (parents are warmly invited to join us for Friday Goodwork and Friday Worship - **Suspended during Covid 'Covid 2020 Procedures'**)

Cycles/Scooters

Anyone bringing bikes/scooters to school should not ride them anywhere within the school grounds or on the school path by the wooded area except during a cycling proficiency session. Bikes/scooters are to be left alongside the fence at the far end of the school field or padlocked by the fence at the pedestrian entrance to the school playground. Cyclists should always wear a helmet.

Uniform

Every item of uniform must be named.

Summer uniform may be worn during the Summer term and up until October half term.

All indoor shoes must be plain black, no sandals - **velcro or buckles please if children cannot tie their laces, with heels not exceeding 2cm**

Ties should be on elastic until children can tie their own knot.

Long Hair must be tied back and hair accessories should match the uniform.

The **school summer cap or woollen winter hat** is a part of the school uniform and it is the only one the children are expected to wear.

No jewellery is allowed with the exception of small watches and plain gold/silver ear studs for children with pierced ears, and only then on the condition **that they can remove them themselves for P.E.**, swimming and drama, (a suitable named container should be sent for this purpose) (teaching staff are not allowed to take out earrings). We strongly recommend that ear studs are removed for school because children's break times are very active and there is potential for injury from collisions/ball impact etc. Plasters/micropore tape may only be used if a child has had their ears newly pierced – this is to be provided by parents and must be put on by the pupil or parent, (not teaching staff) to allow the pupil to take part, either fully or partially in the planned lesson (the decision may still be that safe active participation is not possible). Alternatives at this point could include allowing the pupil to be part of the planning

aspect, in a gymnastics sequence, discussing and evaluating tactics within a game playing activity, or taking on an officiating role .

The P.E. uniform is on sale through Hucknall Sports 2A High Street Hucknall – Tel: 0115 9521122

P.E. kit (plain yellow t-shirt, green shorts and plimsolls) should be brought to school on Monday mornings and remain in school until the end of the week, then taken home for washing.

Toys

~~Children may bring in named sports equipment or a single inexpensive small toy (fitting in the palm of hand) to play with at playtime on the understanding that if it gets broken or goes missing it is their own responsibility. One of the playtime rules stipulates no play fighting or army games so~~ **figurines such as Action Man, Starwars or guns of any kind are not allowed. Suspended during Covid 'Covid 2020 Procedures'**

Swimming

Swimming kit should be named and brought to school in a **waterproof bag**.

Dogs

No dogs to be brought on the premises with the exception of guide dogs please.

After School Clubs

~~You are welcome to wait in school for these clubs with your children but please ensure they sit and read/do their homework quietly, or eat a snack and remain with you at all times as the teachers will be undergoing preparation for the following day.~~

Children will be brought out to the marquee for collection from after school clubs. **'Covid 2020 Procedures'**

Payments

Could any payments by cheque sent to school be made payable as follows:

For Dinners – **NCC Linby & Papplewick Primary School**

For School Visits / For swimming badges/recorders - **NCC Linby School Fund**

For Scholastic Book Orders - **FLAPPS**

Appendix:

CoVid 19 Pandemic 2020

Effective Infection Protection and Control

There are important actions that children, their parents and those who work with them can take during the coronavirus (COVID-19) outbreak, to help prevent the spread of the virus.

In all education settings, preventing the spread of coronavirus (COVID-19) involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). We are employing a range of approaches and actions to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising 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 schools**

Advise us in the usual way if your child is not attending. **It is imperative that you advise us if someone in your household has coronavirus symptoms (new or continuous cough or high temperature or loss of, or change in normal sense of taste or smell).**

All children who are attending a school setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. A positive test will ensure rapid action to protect other children and staff in their setting.

We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Further guidance is available about [Test & Trace](#) & [getting tested](#).

- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. There will be access to hand washing facilities for children throughout the day. This is the most effective way of cleaning hands. **Please do not send them with alcohol gel/hand sanitiser to school.**
- ensuring **good respiratory hygiene** by promoting the ‘catch it, bin it, kill it’ approach
- **cleaning frequently touched surfaces** more regularly
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout & zoning the outdoor space), creating class ‘Bubbles’, and altering timetables (keeping ‘Bubbles’ of children apart including no whole school assemblies, staggered start & finish times, lunchtimes, zoning break times etc.).

The [e-Bug coronavirus \(COVID-19\) website](#) contains free resources for schools, including materials to encourage good hand and respiratory hygiene. You can watch the training videos we use on the E-Bug Website:

[Stop germs spreading with our fun e-Bug resources](#)

Your school can help stop germs spreading by using our range of fun lesson plans on hand washing and respiratory hygiene.

[KS1: Horrid Hands](#)

[KS1: Super Sneezes](#)

[KS2: Hand Hygiene](#)

[KS2: Respiratory Hygiene](#)

Implementing Protective Measures

Class ‘Bubbles’

We know that, unlike older children and adults, early years and primary age children **cannot be expected to remain 2 metres** apart from each other and staff.

In deciding to bring more children back to school, we are taking this into account. We are working through the hierarchy of measures:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in class groups & stays away from other people and groups. (Please note that there will be siblings that are in different 'Bubbles').

Public Health England (PHE) is clear that if schools do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

Classes & the school has been reorganised to enable physical distancing between staff, children and between classes.

Outdoor Learning

Because **being outdoors** is a protective factor in the spread of Covid 19 we will have as many lessons as possible outside. We have 3 canopies erected (1 of which is in the Key Stage 1 outdoor area which will solely be used by our 'Bubble' of pupils taught in class Ash. This will provide protection from both sun & rain. **Children will need to bring outdoor uniform (sweat shirt / jumper / coat / sun cap & outdoor shoes and have sun cream applied at home for sunny days).**

Movement around the school will be reduced. All Class Bubbles will have their own toilet. Worship will be in their own class.

The Ash Class will have their break time in their own outdoor area. Ash Class & Elm Class will have lunch in the hall (only one 'Bubble' of children in the hall at a time – they will have their own chairs & tables will be cleaned between groups).

Drop Off & Pick Up Procedures

There will be a staggered drop-off and collection times (these are subject to change as we monitor their effectiveness).

PLEASE COULD YOU BE AS TIMELY AS POSSIBLE (NOT EARLY) TO AVOID BUBBLES MIXING AS FAR AS POSSIBLE.

<i>Class</i>	<i>Drop Off</i>	<i>Collection</i>
Ash	8.55 - 9.05 am	3.30 pm

Elm	8.45 - 8.55 am	3.20 pm
Fir	8.25 - 8.35 am	3.00 pm*
Oak	8.35 - 8.45 am	3.10 pm*

**Oak children with siblings in Ash & Fir children with siblings in Ash/Elm can be collected at the time their younger brothers/sisters are due to be collected.*

Please speak to the head teacher if these arrangements cause any logistical problems & we will endeavour to help where possible.

Parents' drop-off and pick-up protocols to minimise adult to adult contact

The government is encouraging parents and children to walk or cycle to their education setting where possible.

Drop Off

Children should only be accompanied by **1 parent (grandparent)** to school – **please accompany children to school (including older children) & ensure children do not mix with children from other classes**. If you need to drive to school please **park in the Horse & Groom car park**. Walk up to school as usual (please open gate adjacent to Sherwood House using elbow). **Please physically distance from other parents/children & from staff when walking to & from school and at drop off**. You will say good bye to your child on entering the school grounds (adjacent to new marquee where you will be greeted by Mr Conidi). Your child will then go to the class teacher who will be waiting at their entrance (Infant Entrance / Junior Entrance) – they will then go to hang up their things and wash their hands.

Parents then to **exit school grounds via school car park (one way loop)**. If you have anything for the school office it can be deposited in the black post box adjacent to car park gate (including dinner money in sealed & labelled envelope – it will be emptied at the end of drop off & at the end of pick up). **Parents are not to go to school office** but to contact office by phone. **Parents are not to go into the school unless absolutely necessary & then only by prior appointment**.

(Please could you ensure children do not bring face masks into school – they are not required.)

Pick Up

If you need to drive to school please park in the Horse & Groom car park (No Parking on Quarry Lane). Parents then to **enter school grounds via school car park i.e. walk up Quarry Lane** (one way loop) & cross the playground. You will meet your child at the large marquee adjacent to the school gate (your child will be waiting with their class teacher). Your child will then go with you – leaving the grounds via the little gate and down the path.

Please do not stay to talk at length to the teacher/adults at drop off or pick up. Any necessary communications will be done via email or phone.

Classrooms

We have removed unnecessary items from classrooms and other learning environments to increase pupil spacing and covered cupboards & draws with wipe clean light weight corrugated plastic sheets. Pupils will sit side by side and facing forwards, rather than face to face or side on.

We have removed soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).

We will keep 'Class Bubbles' together and ensure that children are in the same 'Bubbles' at all times each day, and different groups are not mixed during the day, or on subsequent days. (Please note siblings may be in different bubbles).

We will ensure that wherever possible children use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day.

We will be following the [COVID-19: cleaning of non-healthcare settings guidance](#)

We will ensure that sufficient handwashing facilities are available.

We will clean surfaces that children are touching, such as door handles, taps, computer keyboards etc. more regularly than normal.

We will ensure that all adults and children:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing and after going outside for break / PE
- are encouraged not to touch their mouth, eyes and nose
- use a tissue or elbow to cough or sneeze and use special lidded pedal bins for tissue waste ('catch it, bin it, kill it')

We will encourage the children to learn and practise these habits through games, rhymes and repetition

We will ensure that bins for tissues are emptied throughout the day.

All spaces should will be well ventilated using natural ventilation (opening windows) / class doors.

We will prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

We will reduce mixing by:

- accessing rooms directly from outside where possible
- considering one-way circulation, or place a marking down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time
- staggering lunch breaks - children will clean their hands beforehand and enter in the groups they are already in, and tables will be cleaned between each group. (Class Fir & Oak will be having their lunches outside under the marquees except in bad weather when classrooms will be used)
- we will ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet

We will use outside space:

- for exercise and breaks

- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff
- we will not be using the outdoor trim trail equipment
- Class 'bubbles' will be kept separate when using the outdoor space by zoning the outdoor space

For shared rooms:

- the hall/dining areas will only be used by one class 'Bubble' of children at a time and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#)

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children

Key stage 1 children needn't bring a reading book to school. They will be given a new reading book in class each week to read. They will then bring it home at the end of the week and this can stay at home to be read. The books sent home over the each half term will be collected at the end of the half term. **Key Stage 2 children will need to bring in their reading book.**

- **We would like children to bring their own small pencil case with pencils and pencil crayons, ruler, rubber, pencil sharpener, glue stick** to prevent the sharing of stationery and other equipment where possible. The children will have their own resources on their table that they won't share e.g. numicon, tens frame, number fans, phoneme fans, white boards..... **Please do not bring toys to school.** Shared materials and surfaces will be cleaned and disinfected daily.
- Sharing of resources between classes will be rare & then only if the equipment is cleaned thoroughly after use by one class & before use by the other class

Uniform

Please could children wear normal school uniform.

Please could children have both indoor and outdoor shoes – we will be using the outdoor space as much as possible. (If it is very dry we will not ask them to change footwear but they need it just in case the grass is wet).

Please ensure that they have warm outdoor uniform including a coat as well as sunscreen applied on sunny days and a school cap.

PE

On the days the children have PE we will ask them to come to school in their outdoor PE uniform (including sweat shirt & jogging bottoms) **so that they do not need to change.**

PE will be:

Tuesdays – Ash & Elm (*Multiskills*)

Wednesday - Oak & Fir (*Tennis*)

This will take place outdoors whenever possible.

Dinners

School dinners are being prepared as usual.

Snacks

Please could children bring in a fruit snack each day – they can bring a fruit snack for **both morning & afternoon** (We are not clear whether fruit snacks & milk will be available in the autumn term).

“Keeping in Touch” Communications

‘Keeping In Touch’ Booklets will not be used during the Covid Pandemic. Communications will be email/electronic instead (including homework) – more details to follow.

Class teachers can be e-mailed on the following:

asht@linby.notts.sch.uk elmt@linby.notts.sch.uk firt@linby.notts.sch.uk

oakt@linby.notts.sch.uk

Will contact tracing be in place in educational settings?

The government has launched a national test and trace programme [Test & Trace Programme](#). This programme will play an important role in helping to minimise the spread of coronavirus (COVID-19) by tracing the contacts of those with coronavirus (COVID-19), including children.

What happens if someone becomes unwell at an educational or childcare setting?

If anyone school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the [Stay At Home Guidance](#) - **it is imperative that they are collected immediately & you should [arrange to have a test](#)** to see if they have coronavirus (COVID-19). **Please inform school immediately of the results of a test.**

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high

temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection with symptoms, they will be moved, to the Blue Room (or weather permitting outside the main office entrance to the school under the supervision of an adult).

If they need to go to the bathroom while waiting to be collected, they will use one of the staff toilet (marked for males). The bathroom will be cleaned and disinfected before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone with symptoms, they will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will then cleaning the Blue Room after someone with symptoms has left to reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus (COVID-19) in school?

When a child, or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and children who are attending school will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

Where the child tests negative, and is not symptomatic (i.e. has not got a continuous cough or anosmia) and has not had a temperature for 48 hours – they do not ‘need’ to self-isolation for 10 days. However, we would understand if a parent wanted to err on the side of caution (due to the 20-30% of false negative results & the fact that symptoms in children seem to be very mild) and chose to keep their child off for 10 days in order to safeguard the wider school community.

When the school becomes aware that someone who has attended has tested positive for coronavirus (COVID-19) we will contact the local health protection team. (This team will also

contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.)

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Wrap Around Care

Please limit the number of different wraparound providers children access, as far as possible. Where you use childcare providers or out of school activities for your children, you should seek assurance that the providers are carefully considering their own protective measures.