

# Covid-19 - Full Reopening

Autumn 2020

## Parent/Carer Handbook

Government guidelines used for this handbook can be viewed here  
<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

# Introduction and overview

Our plans have been written with full reference to DFE's 'Guidance for full opening: special schools and other specialist settings' published 2nd July 2020 and a variety of additional updates and guidance prepared by the government, unions and advisory bodies.

These plans have been made with the full consideration and application of the system of protective measures the DFE have prescribed as essential measures, outlined below:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

## How will contacts be reduced?

The 3 sites (Gallery, Hub and Works) will become the site bubble for students and staff.

Site	Staff	Students
The Gallery	17	26
The Hub	17	22
The Works	24	40

All students will remain in their form rooms across all sites and teachers will deliver lessons in the form rooms.

The majority of learning and interaction between staff and students will be within the site bubbles and in form rooms to ensure that there is no, or at least limited, contact between form groups. For breaks, lunchtimes, rewards and some learning activities form groups within the site will mix.

# Teaching, Learning and Assessment

## **How will be my child be taught?**

Students will be welcomed back in September to their new classes as of the 3<sup>rd</sup> September. Many students will naturally feel anxious due to being in different classrooms and with a new staff set from the one they were used to prior to lockdown.

It is for this reason that the first lesson will be off timetable and will be a chance for form groups to spend some time with the class peers to help lower any anxiety and start some team building and wellbeing sessions with them. It will also be a chance to go through some of the relevant details as described in this handbook so that they are aware of expectations and what they can and cannot do.

Formal timetable will commence and each class will be working as close to normal within their form groups. There are some slight changes to this regarding staggered break times (see below).

Government guidelines state that *all teachers and other adults can operate across different classes and year groups in order to facilitate the delivery of the school timetable*. For all students but particularly our secondary students, there are a number of different teachers that they see for different sessions. This will still happen but we will try to avoid any additional cross over of staff coming into different sites.

## **What will the curriculum be like?**

All staff will take their time in Term 1 to settle the students in, build relationships with them and begin to complete some assessment activities for learning to gauge a good understanding of their starting points. It is important that nothing is taken for granted—some students may just need some time to settle or to remember how to do things. Their social and emotional health is vital—we all know when students feel safe and secure that learning is optimised.

It is imperative that our students continue to receive a broad and balanced curriculum—for their well-being and their 'wholeness'. We will not narrow our curriculum to make gains in a few specific curriculum areas. BUT we will, for every subject, prioritise the fundamental learning objectives. Our curriculum implementation will remain the same. The way in which we teach will not change.

## **What about assessment?**

We will continue to assess the students using prior assessment and our knowledge of them, i.e. through teacher judgements. Teacher assessments will be collected in Autumn Term 1, Spring Term 1 and start of Summer Term 2. These will all be followed by deep dives in order to support and discuss assessment and any interventions that are needed.

## **How will coronavirus risk be minimised in classrooms?**

On the whole, environments will be set up as normal, with some adjustments:

- Rooms should be kept well-ventilated, with doors and windows open. Air conditioning should be turned off to prevent the system running excessively.

- Posters that remind students to wash their hands, socially distance, use respiratory hygiene and pod rules should be displayed.
- Each classroom will need to be equipped with hand sanitising gel, box of tissues, covered bin and a cleaning kit for interim wiping of desks, handles and equipment.
- Soft furnishings and soft toys should be minimised and where suitable be temporarily removed from the classroom environment.

### **Other things will my child be taught**

Students will need to spend time ensuring that they understand the new rules in school that have been introduced as a result of the Coronavirus outbreak. This will include:

- Handwashing
- Respiratory Hygiene (Catch it, Kill it, Bin it)
- Social Distancing
- Symptoms of coronavirus (so that they can report it if they feel unwell)

Our usual Behaviour systems system and expectations apply. Any concerns relating to behaviour which are likely to jeopardise our safe systems of working will be discussed with a senior leader.

### **Student Wellbeing within the curriculum**

The coronavirus outbreak may have caused significant additional mental health or wellbeing difficulties for some students. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, we must be ready to support students who initially struggle with this.

Staff may identify individuals who are particularly struggling and opportunities for one-to-one conversations with trusted adults will provide support.

### **Where will my child learn?**

The majority of learning for most students naturally takes place within their form rooms. However some learning will take place in the specialised learning spaces for Secondary students on vocational learning PE and Outdoor Learning for all students.

In the case of specialist teaching spaces, frequently touched surfaces (tables, chairs, smartboard, etc) will need to be wiped down between each class group entering the room. Support staff will stay behind to carry this out. Naturally these rooms will have the end of day cleaning carried out on all classrooms also.

When students need to move around the school, we are fortunate that we do not have communal corridors and so therefore any passing of other class groups will happen in the outside environment which means that adults will be able to effectively manage this transition within the distancing guidelines effectively. If it becomes apparent that there are any 'hotspots' that become problematic, then please inform SLT about this so that we can make any relevant changes.

PE lessons will take place outside as much as possible. If the hall is used it will be well ventilated and there will be time between sessions to ensure thorough ventilation as well as cleaning of touched surfaces and equipment. Again support staff from the class just finishing the session will need to support with wiping down of any used equipment.

### **What will be in place for my child who attend therapy sessions, Thrive sessions and other intervention outside of form rooms?**

- Therapy and Thrive sessions will continue to take place, and in the relevant therapy/thrive rooms. These students will need to be taken to the relevant room at the relevant time. Therapists and Thrive practitioners who are working with individuals from across different site bubbles, will ensure they socially distance where possible and follow all hygiene procedures.
- For students who have other 1:1 interventions, these will take place, if possible in the pastoral room. Where this is not possible, the staff member working with them will ensure that any communal equipment used is wiped down at the end of the session.

# Logistics and day to day running

## Start and end of the day

The school day will run as normal on the school site from 8:30am to 2:30pm. However to ensure that form bubbles do not mix when arriving or leaving:

Site	Form Groups	Entrance
Gallery	Conkers	Lower flat entrance
Gallery	Bamboo	Upstairs side entrance
Gallery	Hawthorn, Pinecones, Chestnuts	Back main entrance
Works	Beech, Oak, Aspen	Student entrance
Works	Sycamore, Cedar, Redwood	Main entrance
Hub	Pine, Elm, Ash, Maple	Student entrance

## Break Time

In order to maintain social distancing break times and lunchtimes will be staggered as below:

The Gallery										
Tutorial Group	Mon Break	Mon Lunch	Tues Break	Tues Lunch	Weds Break	Weds Lunch	Thurs Break	Thurs Lunch	Friday Break	Friday Lunch
<b>Bamboo</b>	Crafts	Tablet	Movie	Exercise	Tablet	Crafts	Exercise	Movie	Crafts	Tablet
<b>Pinecones</b>	Tablet	Crafts	Exercise	Movie	Crafts	Tablet	Movie	Exercise	Tablet	Crafts
<b>Hawthorn</b>	Movie	Exercise	Crafts	Tablet	Exercise	Movie	Tablet	Crafts	Exercise	Movie
<b>Chestnuts</b>	Exercise	Movie	Tablet	Crafts	Movie	Exercise	Crafts	Tablet	Movie	Exercise
<b>Conkers</b>	Crafts	Movie	Tablet	Exercise	Crafts	Movie	Tablet	Exercise	Crafts	Tablet

The Hub										
Tutorial Group	Mon Break	Mon Lunch	Tues Break	Tues Lunch	Weds Break	Weds Lunch	Thurs Break @ Works	Thurs Lunch @ Works	Friday Break	Friday Lunch
<b>Pine</b>	Common Room	Sports Hall	Gym	Games/ Art Club	Sports Hall	Common Room	Pool/ Retro Gaming	ART Club	Sports Hall	Common Room
<b>Elm</b>	Sports hall	Common Room	Games/Art Club	Gym	Common Room	Sports Hall	IT Club	Pool/ Retro Gaming	Common Room	Sports Hall
<b>Ash</b>	Games/ Art Club	Gym	Sports Hall	Common Room	Gym	Games/ Art Club	Art/ Game Club	Pool/ Retro Gaming	Gym	Games/ Art Club
<b>Maple</b>	Gym	Games/ Art Club	Common Room	Sports Hall	Games/ Art Club	Gym	Pool/ Retro Gaming	ART Club	Games/ Art Club	Gym

The Works - Complex										
Tutorial Group	Mon Break	Mon Lunch	Tues Break	Tues Lunch	Weds Break	Weds Lunch	Thurs Break	Thurs Lunch	Friday Break	Friday Lunch
<b>Aspen</b>	IT Club	PlayStation Club	Games Club	Art Club	PlayStation Club	IT Club	Art Club	Games Club	PlayStation Club	IT Club
<b>Beech</b>	Games Club	Art Club	IT Club	PlayStation Club	Art Club	Games Club	PlayStation Club	IT Club	Art Club	PlayStation Club
<b>Oak</b>	Art Club	IT Club	PlayStation Club	Games Club	IT Club	Art Club	Games Club	PlayStation Club	IT Club	Art Club

The Works – Post 16										
Tutorial Group	Mon Break	Mon Lunch	Tues Break	Tues Lunch	Weds Break	Weds Lunch	Thurs Break	Thurs Lunch	Friday Break	Friday Lunch
<b>Sycamore</b>	Pool/ Retro Gaming	ART Club	IT Club	Pool/ Retro Gaming	ART Club	IT Club	Pool/ Retro Gaming	ART Club	IT Club	Pool/ Retro Gaming
<b>Cedar</b>	IT Club	Pool/ Retro Gaming	ART Club	IT Club	Pool/ Retro Gaming	Pool/ Retro Gaming	IT Club	Pool/ Retro Gaming	Pool/ Retro Gaming	IT Club
<b>Redwood</b>	Art/ Game Club	IT Club	Pool/ Retro Gaming	Art/ Game Club	Pool/ Retro Gaming	Pool/ Retro Gaming	Art/ Game Club	Pool/ Retro Gaming	Pool/ Retro Gaming	Art/ Game Club

## Lunch Time

Hot lunches will be available for all students again from September. This will need to be ordered in the usual way through the school office. In order to best allow social distancing during lunchtime the following guidance must be followed:

- Each group needs to ensure that they arrive for lunch at the appropriate time, lining up to collect their food.
- For those sittings that have two form groups at the same time, each form group will need to sit together and apart from the other form group.
- Timings for lunch are as follows:

Site	Form Groups	Lunchtime
Gallery	Conkers	12:00
Gallery	Bamboo	12:05
Gallery	Pinecones	12:10
Gallery	Chestnuts	12:15
Gallery	Hawthorn	12:30
Works	Beech, Oak, Aspen	12:15
Works	Sycamore, Cedar, Redwood	12:30
Hub	Elm, Ash	12:15
Hub	Pine & Maple	12:30

## Will my child use their own equipment?

For general everyday equipment (such as pencils, pens, rubber, etc) each student should be set up with their own pack that is topped up when needed.

In relation to learning resources then, on the whole, no. The way we work is that students are in different spaces accessing different resources all the time.

It is still recommended that students limit the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, book bags.

Teachers can take books and other shared resources home, although unnecessary sharing should be avoided.

## Hygiene Expectations

All staff and all students will need to wash hands (either with soap or anti-bac gel):

- Every time they enter or leave class
- Before and after eating
- Before and after break time and lunchtime
- After sneezing or coughing
- At any other time they feel it would support safety
- After using the toilet

Common surfaces (door handles, desks and chairs) should be wiped down by the classroom team at four points throughout the day:



1. Before the start of the school day,
2. At break time,
3. At lunchtime
4. At the end of the day.

Cleaning resources will be provided for this.

## **How will coronavirus risk be minimised in my child's classrooms?**

So far as is reasonably practicable:

- Rooms will be kept well-ventilated, with doors and windows **open**. Air conditioning should be turned off to prevent the system running excessively.
- Each class has cleaning resources which are used throughout the day to clean frequently touched surfaces and resources.
- The whole school building will be cleaned at the end of the day by our cleaning staff
- Posters that remind students to wash their hands, socially distance, use respiratory hygiene will continue to be displayed and students will be taught these new routines and procedures in an upbeat and student friendly way.
- Each classroom will be equipped with an abundance of tissues and hand sanitising resources. If a class gets low on any of these items they need to inform facilities team who will restock.

## **Cleaning and Hygiene**

All staff and all students will need to wash hands (either with soap or anti-bac gel):

- Every time they enter or leave a form room
- Before and after eating
- Before and after break time and lunchtime
- After sneezing or coughing
- At any other time they feel it would support safety

Common surfaces (door handles, desks and chairs) should be wiped down by the classroom team at four points throughout the day:

1. Before the start of the school day,
2. At break time,
3. At lunchtime
4. At the end of the day.

Specialist teaching rooms that are used by a number of different classes will have all common surfaces wiped down at the end of each session.

Any general resources that are shared between different classes should be cleaned at the end of the day. It is up to class teams to manage how they do this—it is for your own safety. If there are issues please speak with a member of SLT.

## **Equipment & Resources**

- Classroom-based resources can be used and shared within the class;
- Resources that are shared between Bubbles (such as PE equipment) should be cleaned frequently and meticulously, or rotated to allow them to be left unused for 48 hours (72 for plastics) between use by different Bubbles

- It is still recommended that students limit the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books.
- Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.
- There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.

## Attendance and Sickness

- School attendance is mandatory from Term 1 for all staff and all students
- If your child is unwell (not Covid-19 symptoms) then you will need to inform the school office in the normal manner by calling and leaving a message.
- If your child or anyone in the household is showing symptoms of COVID-19 then they should not attend the school setting for any reason. If this is the case then please inform us as for any other sickness but there will be additional actions you will need to take also. This is explained below.

## What if someone at the school starts to display Covid-19 symptoms?

If a student starts to clearly display the Covid-19 symptoms (persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) then the following actions will be taken:

- The student will be escorted to another room in order to remove them from the rest of the class.
- An adult will accompany them to another room and remain with them. Face masks and gloves will be available for the adult in room if 2m social distancing cannot be maintained
- First aider will be contacted and SLT will be in consultation
- Family Liaison Officer will be notified and a call home to parents/carers will be made and they will be instructed to pick their child up ASAP.
- Parents and carers will need to ensure that their child is registered for a test. The Family Liaison Officer will be informed and will support parents to do this if needed.

If an adult starts to clearly display the Covid-19 symptoms, they must remove themselves from the class group immediately and notify SLT. They will be sent home and will need to register for a test. The process will then be the same as described above depending on outcome of test.

## Active engagement with NHS Test and Trace

Anyone sent home with Covid-19 symptoms will be advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus. Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.

Staff who supervise the student in isolation or have worked with them in their bubble, do not need to go home unless they develop symptoms themselves. The areas the symptomatic person has been in will be cleaned and disinfected and all persons in their bubble must clean their hands thoroughly.

Staff and parents / carers must understand that they will need to be ready and willing to:

- Book a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) if they are displaying symptoms. Staff and students must not come into school if they have symptoms, and must be sent home to self-isolate if they develop them in school. We expect people to get booked at a 'drive in' testing centre as the results are much quicker.
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Parents/carers should inform the school immediately of the results of a test of their child. If someone tests negative, if the child feels well and are symptom free for at least 48 hours they can return to school. Other members of their household can stop self-isolating.

### **What happens if there is a confirmed case of coronavirus in school?**

Guidelines issued on state that if a member of the school community tests positive for COVID 19, the following actions need to happen:

- The school should contact the local health protection team (Public Health England). This team will also contact schools directly if they become aware that someone who has tested positive 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 to ensure that they are asked to self-isolate.
- The health protection team will work with schools in this situation to guide them through the actions they need to take and they will provide definitive advice on who must be sent home.
- The health protection team will provide a letter to send to parents and staff if needed. Schools must NOT share the names or details of people with coronavirus **unless essential to protect others.**

Household members of those contacts who are sent home do not need to self-isolate unless the student or staff member who is self-isolating subsequently develops symptoms.

## **So will my child be sent home if someone is testing as positive in my bubble?**

Not necessarily. If a student or staff member is tested positive for Covid-19 then the school will be in discussion with Public Health England and strictly follow the guidance they give as it will be unique to each schools' site and approach.

If someone tests positive, they should follow the 'Stay at home' guidance 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 a 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. PHE will be called immediately.

The health protection team may decide to enforce that a form bubble will close to self-isolate for 14 days. If this is the case, household members of those contacts who are sent home do not need to self-isolate themselves unless the student or staff member who is self-isolating subsequently develops symptoms. If someone in a bubble that has been asked to self-isolate develops symptoms within 14 days of isolation they should get a test and inform the school immediately.

## **Will staff use PPE?**

The government guidance does not recommend wearing a face covering or mask in school. Advice on wearing face coverings in other indoor settings does not apply to schools. Face coverings will not be required at Meadowcroft School. Good habits with cleaning and hygiene are effective measures in controlling the spread of the virus.

The majority of our staff will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2m from others. PPE is only needed (and will be provided) in a very small number of cases including:

- If a student requires first aid that would usually involve the use of PPE
- Where an individual student or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a student or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

## **What will happen if my child refuses to follow the Covid-19 plan that the school has put in place?**

All staff and students will be expected to follow our Care and Control Policy and, as before, there will be a focus on de-escalating situations in order to avoid Restrictive Physical Intervention (RPI). However, if a student is presenting a risk to themselves or others then:

- Restrictive Physical Intervention (RPI) will still be used if proportionate and necessary. This will be recorded in the usual way.

- Any student who refuses to follow guidance set out will be reminded and given time to change their mind. If needed a member of the senior leadership team will also reiterate this to the student.
- If a student continues to escalate or is having multiple escalations throughout the day or is purposefully and continually disregarding safety and social distancing rules, then a decision may be made to end their day and contact made for parents or carers to collect. This decision rests with the senior leadership team. Like before, we will try to manage any situation without having to do this but will not hesitate to insist on this if there is no other suitable alternative.
- If in the unfortunate case of this happening, the usual back to school process will be followed where the child and their parents will be invited back in to discuss the incident and to reiterate expectations.
- If a student continually refuses or purposefully disregards safety and social distancing rules and to follow staff guidance daily, then a decision will be made by the senior leadership team to place the student on remote learning with a planned phased return back to school
- We want to make it clear to parents and carers, that the Principal has a duty to ensure the safety of all staff and students on site and that if their child is raising the risk of transmission then they will have to abide by this decision.

### **What happens if there is another outbreak of coronavirus?**

There may be scenarios where we will need provide Home-Learning at short notice. This includes:

- A local outbreak / lockdown (for example, in Leicester)
- Self-isolation of a bubble / group of students
- Self-isolation of an individual student

Government guidelines state that schools must be ready to switch to remote learning as soon as one of the above scenarios occur. Whilst we do not expect students to complete school work if they are ill, we will provide Home Learning for students who are in any of the scenarios above.

We will provide all Home Learning via Zoom and must be ready to do this immediately should it be needed.