

# LPPS Term 2 Opening Guidance

## Rationale

On Saturday evening the prime minister announced a further lockdown for England. He made clear that schools would not close. Although this has caused much public debate, we currently do not anticipate any fundamental changes to the systems we used last term but we have updated this guidance with the tweaks made during last term. As usual all updates are in blue.

We will continue to endeavour to communicate early enough (following DfE guidance to school) on any changes to give you enough time to make your own changes. The main thrust of the guidance is minimising pupil contact but, crucially, where this cannot happen, putting in further protective measures such as hand washing, following prudent behaviour rules and cleaning very often.

## Before School Starts

1. Term 2 is from Monday 2nd November and finishes after lunchtime on Friday 18th December, same timings: 1pm for FS; 1.10pm for Y1, Y3 & Y5; 1.20pm for Y2, Y4 & Y6.
2. Staggered timings remain the same as Term 1 but are not permanent. See Point 5 and 51.
3. Staff will use the staff car park again. This helps with congestion around school at drop off and pick up. However, the car park will also continue to be a 'waiting area' for parents who need it. Therefore, there will be a strict and monitored policy of no traffic movement in the car park or in front of the gates of the car park from 10 mins before to 10 minutes after all drop off and pick up times. Please do not create a dangerous situation by attempting to bend these rules, for example, by parking at the entryway in front of the car park gates. Again, children will be moving around the car park so all traffic must be parked until drop off/pick up has finished.
4. Breakfast and After School Club continue to be available but we will give you as much notice as possible if these need to be withdrawn, e.g. in the case of limited staffing capacity.

## Arrival at School

5. There will be staggered timings (as recommended by government to minimise social distancing issues). These have been calculated to ensure no curriculum learning time is lost. Three year groups are admitted at a time.
  - Year 1, 3 and 5 drop off at 8.40am
  - Year 2, 4 and 6 drop off at 8.50am
  - Foundation Stage Reception drop off at 9.00am
6. Drop off and pick ups must be done quickly and parents depart quickly. We have condensed the stagger as close as possible so parents with siblings do not have to wait

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too long in between drop offs (the car park can be used for waiting). Refer to A Guide to Entering the School Document on the front page of the school website for detailed information. [Face coverings should be worn by adults \(unless exempt\) at any time when social distancing cannot be maintained. Please come prepared with a covering/mask as flow numbers around the school can change from day to day.](#)

7. Drop Off and Pick Up Points:
  - a. Reception Tyne Avenue side gate to FS Garden (as normal)
  - b. [Year 1 Tyne Avenue side gate to Courtyard.](#)
  - c. Year 2 Tyne Avenue side gate to Year 2 Garden (astroturf behind the bike sheds)
  - d. Year 3 Tyne Avenue side gate to Courtyard (as normal)
  - e. Year 4-6 Avon Way car park entrance, through car park straight in to KS2 playground.
8. Please note the school entrances above are suggested. You can use either of them to get to the correct drop off/pick up point by walking around the building. [Occasionally, when we have very heavy rain we will divert you around any flooding to alternative entry points.](#)
9. If you are unavoidably late please go to the front office, ring and wait outside. The office staff will let your child in and support them in getting to class (at a distance).
10. It remains vital that your child can carry their belongings in and out of school by themselves.
11. It is much more difficult to drop off forgotten items during the day. Staff and children still cannot mix with others where it is avoidable and shouldn't share items unless in their own bubble. [If you do forget any items, such as water bottles, wellies, revision guides etc., please do not worry about bringing them in to school; school staff will be able to provide most things for the day, such as water in a beaker, copies of learning guides etc.](#)
12. Parents need to talk to staff remotely wherever possible, by phone or email. Onsite appointments must be minimised. The office continues to work effectively in a virtual capacity with the office staff working in micro bubbles to minimise disruption, if there is a positive Covid case.
13. We cannot mark the areas on the public pavement outside school for social distancing but we expect common sense to be used in terms of distancing. If there are many people congregated before gates open, socially distanced lines can be formed anywhere along the pavement, and we then suggest that a 'merge in turn' method is employed, by which two lines at the gate go through the gate by alternate family.
14. Parents with children who feel they can confidently navigate this independently are now encouraged to drop off outside school. This helps reduce the number of people onsite.
15. However, it would be really kind if all parents could appropriately support any children who they see independently navigating this system, at a distance of course.
16. Avoid coming to the front office or talking to staff at drop off, unless absolutely necessary. Arrange an appointment by phone if you feel this is absolutely necessary.
17. There are outdoor hand sanitizer dispensers at all entry points. Please use one before entering school. [We anticipate these might freeze on cold days, in which case there are ample dispensers available as soon as the children enter class.](#) Please help us teach the

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children to use these correctly because wastage will lead to a large and repeated school resources bill. We also already have lots of sinks outside classrooms.

18. Entry for children will generally be through outer class doors (those facing the playgrounds and outside gardens) except Year 3 and Year 1 (through outside doors leading from the Courtyard), for drop off and pick up.
19. From September, attendance for school age children has been made mandatory again by the government. Our normal school attendance policy is back in place, although we are mindful of the complications around self isolation needs and will work with you individually if these arise.
20. See Contingency Plan section below for details around illness, isolation and lockdown.

## During the school day

21. Travel on the right as a general rule on school premises. There will be lots of signs and tape to guide, and staff will all be ready to support your child at any time they need help navigating school. No one will be told off for unintentionally doing the wrong thing. Also, there is little need to worry since the school internal design is quite straight-forward.
22. Social distancing still continues where possible but the inevitable proximity of the children is mitigated by the 'protective measures'. Children will be continually encouraged to wash hands, not touch their faces, dispose of tissues correctly (lidded bins in each class), and contain coughs, etc.
23. Main access to classrooms will be by the outer doors (those facing the playgrounds, gardens and Courtyard).
24. Masks: government advice continues to appear to be incongruous between public spaces, therefore our policy is this:
  - a. School will continue to allow children to wear a mask, if it is obvious they need one to feel comfortable in the environment.
  - b. They can only do so if the mask is appropriate (i.e. not a scarf or bandana).
  - c. They cannot intentionally misuse it (eg. wave it around) or continuously take it on and off.
  - d. If a child decides to take off their mask it must go into their own bag.
25. Government expects all children to continue at school as normal. They have therefore stipulated that it is acceptable to have class sized bubbles. The lack of social distancing caused by this is minimised by protective measures such as respiratory and hand hygiene, deeper cleaning on a more frequent basis and [keeping occupied spaces well ventilated](#). Bubbles have sole use of their classroom and the area immediately outside the doorway (their half of the Creative Area). Year groups continue to use their own allocated toilets only.
26. School rules remain generally the same because they have always had an overarching focus on common sense and doing the right thing. School will be supporting those who find it hard to socially distance and accidentally or unintentionally go too close. Equally, school will be enforcing sanctions for pupils who intentionally repeatedly break this social convention. I know that the majority of you worry that your child will be told off for

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accidental incidents. As always, the staff will treat each situation appropriately. Please also see the Behaviour Appendix below.

27. Support of highly vulnerable children will continue as normal but may involve staff using PPE at times.
28. All classrooms are now set up with desks facing forward in rows, or similar configurations depending on age and needs, to minimise face to face collaboration.
29. Classrooms continue to be quite sparse of furniture but pupils can share resources within their class, as long as they continue to follow hand washing guidelines, supported by staff.
30. Creative areas (outside the classroom) are split in half and each class can use their half of the area.
31. Most cloakrooms are not being used. All pupils' belongings stay with them at their desk space. Coats (which are often bulky) go on the back of chairs.
32. Children to keep their belongings to a minimum to help them with carriage and easy storage i.e. lunch box, water bottle, coat, sunscreen/hat (if needed), pencil case (if needed). Stationery resources will be provided to children as needed.
33. Water fountains are not operational so water bottles are needed.
34. The government have advised that uniform should be worn as usual. Govt guidelines state that there is no need to wash this anymore than normal or by any different methods than usual.
35. Children should wear school uniform everyday except the days they will be doing PE. To aid with organisation of clothing at home and to minimise changing at school, we would like your child to come to school in PE kit and wear it all day on the days they have PE. We are also relaxing the necessity to use house colour kits but please still ensure that PE kit is appropriate.
36. [Also, wear appropriate clothes for Forest School and play on the field. If you are able to supply spare wellies to be kept at school, this will help with further use of the field at playtime.](#)
37. Sports will take place and include equipment. Children will be required to cool down/ regulate breathing before entering class again. Equipment will be shared on a rota and cleaned, or unused for the required length of time, between bubbles' use.

## Lunch

38. Lunches will be eaten in class at desks or on carpet spaces.
39. Items in lunch boxes should be easy for children to open by themselves, to minimise help needed by adults touching food items.
40. If your child is having lunch provided by school, it will consist of a ['lunchbox' containing hot food items](#), delivered to the classroom. Order this in the normal way with the class register in the morning; payment is as per usual via Parent Pay.
41. We are mindful of the needs of those with allergies. During food consumption we maintain normal social distance and those with allergies have their own table space, which should not be contaminated by others. All usual allergy policies will be followed and all relevant staff are explicitly aware of those children who have allergies (as well as those with medical conditions).
42. Playtimes will be on a rota using specific areas for each class/year group.
43. Class will have their own PE equipment to share or, if they use shared school equipment, it will be cleaned in between each use (or left for 72 hours on a rota).

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44. Play structures will still be roped off unless guidance changes - because there is no capacity to clean them alongside the continuous use by different groups through the day. [There is a rota for the use of the new KS2 play equipment, one class per week.](#)
45. Continued classroom ventilation may mean slightly colder rooms - pupils should ensure they have the right clothes for the weather.
46. First Aid will be carried out entirely as normal, although children should expect staff to use PPE where necessary for everyone's protection.
47. Fire Drills will take place as normal. Invacuation will not be practiced for obvious social distancing reasons - but staff are all very clear on the strategy for this and getting all children into the corridors if necessary.
48. There are certain activities which will not take place due to current government direction. These include congregation for assembly or events, group wind instrument playing, vigorous singing indoors (eg. choir) although nursery rhymes are okay!
49. Staggering internal timings for PE, breaks, etc. is a complex jigsaw when including staffing and cleaning rates.
50. Cleaning continues throughout the school day as well as deeper cleans before and after school. As per good practice, school has always employed cleaners during the school day as well as out of school hours. Note that part of our timing changes are due to the need to organise cleaning rotas effectively.

## Departure from School

51. Staggered departure times:

2.50pm FS Reception

3.00pm Years 1, 3 and 5

3.10pm Years 2, 4 and 6

Pick up is from the same place as drop off.

Temporary Friday staggered pick up times (see section below for rationale):

1pm FS Reception

1.10pm Year 1,3 and 5

1.20pm Year 2, 4 and 6

52. There will be no extra curricular after school clubs until further notice. When these start they will be limited due to staff movement and class bubble restrictions.
53. [After School Club is running - please contact the extended schools email address for further details \[extendedschools@lpps.org.uk\]\(mailto:extendedschools@lpps.org.uk\)](#). You will receive separate letters and communication updates, as required, from the Extended Schools Managers detailing all arrangements of how the service is currently provided.

## Special short term timings and temporary changes to the weekly timetable

54. **Friday Afternoons [until the Christmas holidays, including Friday 18th December.](#)**

We tried to avoid this but it will be necessary to continue with **half day finish on Fridays** for teachers' statutory PPA (Planning, Preparation and Assessment) time.

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Why? Closing for the Friday PM means that all teachers can have their PPA at once and there is no need for further adults to cross bubbles. Otherwise, the staffing bubbles would have to mix beyond what is acceptable (adults across many classes) to cover the PPA time. Guidance is clear that we have to do what we can to avoid mixing across classes and mitigate the chance of any spread. It is clear that if a bubble comes into contact with someone testing positive for Covid19 then it has to be closed for 14 days. The sharing of staff in the normal manner could potentially cause mass bubble closure and much more inconvenience for parents. As we know, all schools have had to put in place very fragile plans so it's prudent during full opening to make the plan as robust as possible so it can be sustained.

How? We are proposing to do it until Christmas. We will review this with a parent consultation in November.

We have already reclaimed the curriculum time using the staggering system. All children will get the full amount of curriculum learning/pastoral time that the school usually provides, without the Friday afternoon hours.

It also aids the cleaning rota each week - allowing further time to get into all classes and areas.

## **55. PALS PTA**

Unfortunately there will be no in-person PALS PTA events in the short term. We recognise the disappointment for the children and for the adults. Quiz Night was one of the great social event losses! It's probably also worth noting that approximately £6000 has been lost in terms of funds raised for school. [PALS have been proactive in setting up diverse and interesting virtual events this term, updates are in the weekly newsletters.](#)

## **56. Residential and Trips**

Luckily, the main school residential all take place in the summer so we have confirmed those bookings (i.e. Hill End in Year 4 and Kilvrough in Year 6).

All other visits will have to be carefully risk assessed and, where the risk outweighs the benefit, you will see less of these going ahead in the short term. We can't undertake coach trips or have frequent visitors to school. You will however, see more use of the school outdoor spaces and local community spaces to make up for this.

## **Special consideration for consistently vulnerable pupils, temporarily vulnerable pupils and pupils who appear to be or are confident to return (including safeguarding)**

57. Safeguarding continues as normal, including reporting on child protection orders and home incidents where necessary. I am the lead safeguarding officer and a number of staff are trained to the same level as me in order to deputise at any time.

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58. Individual discussion will continue as normal, directly with parents of children on EHCPs, led by SENCo Carol Turner and involving any other relevant staff.

## Survey and Actions

59. Following the parent survey (the results of which are in the last update):

60. Re-engagement strategies look like this in class:

- Take time to reconnect
- Making time to talk about experiences (but not delve or dwell more than necessary)
- Embed well being with more focused lessons
- Give time to adapt
- Laugh, use pastoral activities with positive opportunities
- **These are just as important on return to Term 2 as they were for Term 1, and so will be continued by all staff.**

61. And the continuing strategic 'recovery plan' looks like this:

Stage 1: Well Being and teaching of protective measures

Stage 2: Finding common academic gaps - focus on the basics (using formative assessment and some diagnostic quizzes to inform teaching methods). Focus on reading and vocabulary skills. In the Foundation Stage, focus on the Prime Areas: Personal Social and Emotional Development, Communication and Language and Physical Development.

Stage 3: In line with guidance and the national picture, return to full provision (this includes the new Relationship and Health Education materials which we previously planned, now to be introduced in 2021).

(all with continuous Remote Learning)

The effectiveness and progress of these areas will be monitored by SLT as usual, through class observations, pupil surveys, learning reviews (including of books) and formative assessment reviews. However, this monitoring initially focuses on confidence, well-being and engagement levels.

Where your child has been able to jump back in and needs to immediately build on the progress made at home, our mastery processes always take every ability into account and focus on stretching children on their deeper understanding and application even of the basics.

We continue to follow the individual responses from parents who have concerns about their child's return (or even where the child may be eager but the parent is anxious), identifying pupils based on their ability to readjust to school, such as whether they show signs of severe mental upheaval, are hiding issues, are reluctant to return or (as in many cases) are just keen to get back to it.



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If any anxiety stems from yourself and not your child, you will need to discuss this by phone or email bearing in mind that we can't currently have those quick conversations at the door to school.

## **Curriculum provision and Remote learning**

61. The government are stressing that schools should have plans in place to continue their learning online, if there is reason to close again. It is fortunate that before this crisis our plans had prioritised the use of online systems through Google Suite and Chromebooks. We will continue to focus on a seamless integration of onsite use of technology for learning, which can easily and continuously transfer to home via personal devices. We will continue to talk individually to support those who do not have device access at home. We will only be able to signpost work for any child who is being kept at home as a preventative measure, since the teacher and class will be active in school everyday. We will check in with these children for well being and work towards them returning to school.

## **62. Budget and Catch Up Funding**

Any Catch Up Funding will be used for whole school strategies, CPD for staff and the Emotional Literacy Support, to the benefit of every child. At this point, I think it's time to clarify a point that is often missed in the media when the government announce funding for schools. Firstly, school gets no reimbursement for the Covid costs accrued outside of 'normal' running, such as ensuring deep cleaning or tracking and consistency of staff across small pupil bubbles; this has to be found within current budget. Secondly, I'm sure you will understand that breaking down a 'ring fenced' amount to each individual child makes it a minor amount that can't be used beneficially for each child. This is why it's more efficient to use as mentioned above.

63. Please would you settle any outstanding debts on ParentPay.

64. Any ParentPay credit balances for Extended Schools will be carried over to September 2020.

## **65. Attendance**

The government have reinstated normal attendance regulations. Therefore, school will follow up any absence in the normal way and will not be able to authorise any holiday during term time.

66. We will personally collaborate with parents who are following clinical or public health advice to stay at home. In the rare case that you are following special clinical guidance, we will continue to collaborate with you and support your child's learning from home. Unfortunately we will only be able to signpost work to do at home, if you *choose* to keep



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your child at home for preventative reasons - this is because your child's teacher will be working full time with the other children in class.

67. The government are clear that general anxiety to attend school does not allow for authorised absence (including concerns about other members of the household) unless following clinical or public health guidance. [We will deal sympathetically with any situations in which your child is anxious about coming to school but please bear in mind we are not able to make contact with them to help with nurture.](#)

## Contingency plans

It is vital that parents talk to us if they have any concerns. Schools have mandated to open for children including during lockdown; the government expects all children back and we are doing everything we can under the government's expectations and within the limitations of budget, staffing and new rules. Please keep an open mind to the greater planning for all pupils when thinking of the impact on your own child. That said, here's a non-comprehensive list of what could go wrong:

### 68. National Lockdown

We will follow government expectations, which might involve closing to all except crucial key workers. Remote learning restarts.

[Currently the planned National Lockdown from 5th November-2nd December requires schools to remain open.](#)

### 69. Local Lockdown

We will follow government guidelines but assume that school will be expected to stay open to all.

### 70. School closure due to outbreak/ common source (currently defined as 2 or more Covid cases from the same source)

Closed **if directed** by Public Health England or the local health protection team. Remote learning restarts.

### 71. Bubble/class closure

In our (short) experience we have found that every case/circumstance has been unique, due to different personal backgrounds, movements and case notifications. For this reason, we immediately contact PHE if ever we suspect there is a case.

We monitor all attendance and the ongoing absence of all children every morning. We keep in contact with the households of those children who have symptoms while they are awaiting test results.

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If a member of a class bubble tests positive for Covid, after showing symptoms while at school (including staff), we discuss the circumstances with PHE. The most likely decision will be 14 day isolation for all in the class i.e. bubble closure. We understand that, in theory, the person who tested positive can return after only 7 days but we would question the benefit of this, if the rest of the class are at home and all learning is back online.

If it becomes necessary to close a bubble, we send two letters to inform parents. One is general (for information only) and goes to the whole school, to inform them that there is a positive case in the school but not in their child's bubble. The other is specifically for the positive-tested child's own class bubble and will explain what action to take, if any. The beginning of the letter will give you some detail of the case but might be constrained to some extent by data protection measures, for example, we will not give names or seating plans. This is strictly emphasised by government guidance and PHE. Rest assured that all this information is confidentially shared with PHE to help us take the best action.

From Point 25 of our previous guidance: If key members of staff are absent for any reason then, due to staffing restrictions, their bubble may not be able to attend school until they return. In this case we will attempt to find cover but it will be highly unlikely because the additional adult must not have been in contact with another group for 72 hours previously.

Current general public action for isolation: 14 days isolation for anyone who (A) has been in direct contact (B) has been in proximity for 15 minutes or more (therefore all of a bubble) (C) has travelled in a small vehicle together.

If a child is taken ill while at school, they will be sympathetically taken to an appropriate pre-designated room, which will be used as a waiting room. They will be looked after appropriately until they can be picked up.

72. Closure of classes, year groups, key stages or whole school due to lack of staff. If a large number of staff are absent it may be necessary to close parts or the whole of the school. This is based on dynamic risk assessment of the safe number of staff to supervise children onsite, similar to arrangements when school is forced to close on some snow days, but in pandemic possibly aggravated by staff not being able to cross bubbles to help supervise. Parents will be informed by the school app, the school website banner, the local authority website and radio (in this order).
73. Symptoms at home  
Follow the flow diagram on the school website front page.

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Do not come to school. Inform school and we will take advice on whether we have to close the bubble or not. Home learning can be given but only if the child is not too ill. They should concentrate on resting and recovering well.

Pupils who get symptoms must get a test and the household follow guidance regarding isolating.

**Parents must tell school the result of any test as soon as they get it but school will not ask parents for evidence of test results and will base all actions on collaborative trust.**

## Other Notes

74. Be sure to follow public guidelines if using public transport.
75. **Communication:** With this document, you will be further updated whenever necessary, to help with preparation for any changes. In the meantime please direct any urgent queries to the office email. Please note that responses are likely to be delayed, especially if by phone or in person, as the school team need to prioritise by urgency or importance. [The letterboxes at the front and back of the office can be used as normal.](#)
76. Our plans are thorough and comprehensive but remain inextricably linked to local and national guidance and changing Covid circumstances, please bear with us and remember this is all temporary.

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## Appendix 1: Checklist for return to school

You might like to complete this sheet with the details that personally impact your child.

Uniform fits?	
Lunchbox (with easy to open items) (labelled lunchbox)	
If having school ordered lunch (lunchbox) remember to order?	
Snack	
Water Bottle	
Hair tied back, jewellery removed	
Coat and/or Hat/Sunscreen (all labelled?)	
Wellies/ Bookbag or <u>small</u> Schoolbag (all labelled)	
Pencil case, if needed	
Can your child carry everything by themselves?	
PE kit (not school uniform) to be worn on PE days which are...	
Start time(s)	
Drop Off and Pick Up Point(s)	
Pick Up time(s) Mon to Thur	
Pick Up time(s) Fri	
(Car park is a waiting area if needed) (Don't attempt to park in it or at the entrance at drop off and pick up times as children will be moving around)	
If unavoidably late go to the front office to sign in, ring and wait outside	
Any queries email or phone School Office. Please do not approach teacher unless urgent.	
Absence - leave message via email or phone, with clear description of problem and be prepared to engage with public health guidelines, including doing a test for Covid.	
Check your child washes their hands when getting home	
Ask your child what was nice about their day	

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## Appendix 2: Minor Alterations to Behaviour Policy

### LPPS COVID-19 Behaviour Policy Addendum (for children attending school)

- All children will be supported and coached in the new, temporary rules around keeping physical distance. If they unintentionally invade distance they will be helped and supported to learn what to do instead (to be clear they will not be told off).
- However, if a child purposefully breaks physical distance with unkind aims this will have to be regarded as a safety issue for all.
- Sanctions will need to be used in line with the normal behaviour policy (red rule for being unsafe).
- If this is repeated and intentional harmful it may involve official exclusion (based on the pupil's understanding of their intentions to harm). This would be an exceptional circumstance.
- Please be assured we will treat every child sympathetically to their level of understanding of the situation.

Ladygrove Standard	New Expectations	Possible Action/Sanctions if child refuses to comply
<p><b>Listen and follow instructions (blue rule)</b></p> <p><b>Be safe and help others (red rule)</b></p>	<ul style="list-style-type: none"> <li>● Wash your hands when an adult asks you to or by permission (Healthy Hands).</li> <li>● Keep social distance as much as is possible.</li> <li>● Strictly no touching others.</li> <li>● Keep to the right in corridors..</li> <li>● Keep to your own bubble.</li> <li>● Come in promptly at the end of breaktime or lunchtime.</li> <li>● Use lidded bins: Catch it, bin it, kill it!</li> <li>● Use the appropriate amount of hand wash and sanitising gel.</li> </ul> <ul style="list-style-type: none"> <li>● Deliberately coughing or spitting at other children or staff.</li> <li>● Deliberately or harmfully breaking physical distance with unkind aims.</li> </ul>	<p>Child reminded of the rules and reasons for behaviour. Supported to develop an understanding. Guided to better understanding.</p> <p>Warning if behaviour continues intentionally.</p> <p>Class time out.</p> <p>SLT intervention.</p> <p>Phone call home.</p> <p>Harmfully/repeatedly: consider appropriate exclusion.</p>

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[Appendix 3: Covid19 Current Guidance](#) This title is a hyperlink to the full document

(relevant excerpts below for reference)

## What to do if your child is ill:

Do not send your child to their nursery, childminder, school or college if:

- they are showing [coronavirus \(COVID-19\) symptoms](#)
- someone in their household is showing symptoms

[Arrange a test](#) if you or your child develops symptoms. Inform your nursery, childminder, school or college of the results.

If the test is positive, follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), and engage with the NHS Test and Trace process.

It is really important that you help nurseries, childminders, schools and colleges to implement these actions by following the advice set out here and wider public health advice and guidance.

## Local restrictions:

Nurseries, childminders, schools and colleges will contact their local health protection team if they:

- have 2 or more confirmed cases of coronavirus (COVID-19) among pupils or staff within 14 days
- see an increase in children or staff absence rates due to suspected or confirmed cases of coronavirus (COVID-19)

The local health protection team will advise what action is required. Usually, closure will not be necessary, but some groups may need to self-isolate.

If an outbreak in a school or college is confirmed, a mobile testing unit may be dispatched. They will test everyone who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school or college, if necessary.

At all local COVID alert levels, the expectation is that education and childcare provision should continue as normal. The government has been very clear that limiting attendance at schools and other education settings should only be done as a last resort, even in areas where a local alert level is 'high' or 'very high'. Decisions on any restrictions necessary in education or childcare settings are taken separately on a case-by-case basis in the light of local circumstances, including information about the incidence and transmission of coronavirus (COVID-19).

Your child's school or college should provide remote education if:

- groups of pupils need to self-isolate
- a larger restriction of attendance at school or college is needed

*Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:*

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- 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 and 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)

*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.*

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Schools should ask parents and staff to inform them 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 7 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 7-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.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.