



## Aspire Academy

### SEPTEMBER 2020 OPERATING PROCEDURES

The following arrangements and procedures will be in place in September 2020 to support the return to school for all children:

Aspect	New arrangement/procedure
Staffing	Staffing will be consistent throughout the day and week where possible (recognising that some staff will work on a part time basis).
Behaviour	Our school Behaviour Policy has been revised to include new expectations of behaviour specific to support infection control.
Circulation around the building	We will be operating two bubble, secondary and primary. Pupils will remain in these centres wherever possible
Outdoor play	Pupils will remain in their distinct groups when outside and different groups of pupils will not play sports or games together. Outdoor equipment will not be used unless we ensure that it is appropriately cleaned between groups of children using it and multiple groups of children do not use it simultaneously.
School uniform	Pupils are required to wear their school uniform. Younger children should not wear shoes with laces if they are unable to tie them themselves. Children with long hair should have it tied back at all times.  On the days when they have PE children should wear their PE kit to school.
Equipment	We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats, stationery. Bags are allowed. Pencil cases should be made of a material that is easily cleaned e.g. metal or plastic. They should not wear any item that they would need to remove for PE such as jewellery or a watch.
Resources	Children will not share resources in school outside of their bubble and items that are difficult to clean will be removed from classrooms.
Food	Children will continue to have food available everyday as normal and we will continue the distancing measures in the dining hall
Drink	Children should bring a named water bottle into school, which they will be able to re-fill
Hygiene arrangements	The children will be expected to clean their hands regularly. At the start of the day, at break and lunch time and any time they use the toilet.  We have hand sanitiser in each class room and they should use this when then leave the room.
Cleaning arrangements	There is additional cleaning throughout the day on touch points and in the dining area, where tables and chairs are cleaned after each use.

First aid and sickness arrangements	If a child displays symptoms of Covid 19 they will be taken to a separate room until they can be collected by their parent/carer.  We have trained first aiders in Primary and secondary. When a member of staff delivering first aid PPE will be worn.
Use of Personal Protection Equipment (PPE)	Schools have been advised that the routine use of PPE is not necessary. Staff carrying out first aid, cleaning or looking after children who are ill will use PPE however
Attendance	From September 2020, the normal attendance regulations will apply and children are expected to attend school unless they are unwell. If your child is unwell and unable to attend you should contact the school office as normal.
Parental contact	Parents are asked not to come into the school building and to make contact via email or phone. In exceptional circumstances an appointment can be made for an in-school meeting, held using appropriate social distancing measures
Dropping off and picking up	Parents are advised that only one person should attend to deliver/pick up their child, they cannot gather at entrance gates and doors and must respect social distancing rules whilst on the school site.
Other visitors	Volunteers and other adults are permitted to work in schools from September, subject to observing the regulations in place for safeguarding and infection control.

### Specific procedures we will follow when children or adults are ill

Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste OR they have tested positive for coronavirus in the last 7 days.

Those affected must follow government stay at home guidance as follows

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.

Our procedure will be that If anyone in the 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 '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). 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, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will

move them to an area which is at least 2 metres away from other people. Specific school arrangements can be found in the school operating plans.

If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products 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. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.

They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#)

### **Track and Trace**

We will engage fully with the NHS Track and Trace process as follows and will ensure that staff and parents/carers understand that they have a responsibility 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 for 14 days](#) 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.

We will ask parents and staff to inform us 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.

### **Wearing of face coverings**

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as students and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops.

Children and young people aged 11 and above are required to wear a face covering whilst travelling to and from school on public or school transport.

### **Notifying parents of changes to provision or procedures**

Parents and carers should be aware that our risk assessment will be reviewed at least weekly and some changes may result from this. You will be notified of these by email as they arise. It may also be possible that we will have to close some or all provision at very short notice and if this is the case we will notify you by text message and email.

### **Support for children learning at home**

If a child has been advised to shield by a medical practitioner and is unable to come into school, we will continue to provide education remotely for him/her using our virtual learning platform Seesaw, and Tapestry for our Reception class. In the event of a further lockdown, or if a child or bubble is required to isolate at home, we will switch learning to Seesaw and Tapestry for the duration of the lockdown or isolation period.

July 2020