



Believe, Succeed, Together

FAQ – September Opening

Contents

1.0 Reopening.....	3
2.0 Staffing.....	8
3.0 Pupils	12
4.0 Hygiene and Safety	16
Appendix 1 – Outdoor Zones.....	21
Appendix 2 – NHS Test and Trace Process for Schools.....	22
Appendix 3 – Definitions	23
Appendix 4 – Visitor/Contractor Declaration Form	24

1.0 Reopening

1.1 Which pupils returned to school in September?

The Academy opened to **Year 7 pupils only** on **Wednesday 2nd September** to complete transition arrangements.

The Academy opened to **all pupils** from **Thursday 3rd September**.

1.2 Are all pupils expected to attend school?

Yes. The Government's [Full Reopening of Schools](#) guidance states the following in respect to attendance:

*'Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be **mandatory again from the beginning of the Autumn Term**. This means from that point, the usual rules on school attendance will apply, including:*

- *Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *Schools' responsibilities to record attendance and follow up absence,*
- *The availability to issue sanctions, including fixed penalty notices.*

Refer to addendum in [Attendance Policy](#) and [Safeguarding Policy](#).

1.3 How are pupils be organised to reduce transmission of Covid-19?

In line with the Government's [Full Reopening of Schools](#) guidance, pupils are assigned to **year group 'bubbles'**. Each year group bubble is geographically separated by assigning them to a specific zone on the Academy site. Refer to **Appendix 1**.

Year Group	Indoor Zone	Outdoor Zone	Wet Weather Zones
7	Hall Extension/Outside	Yr7	Hall Extension
8	Canteen A	Yr8	Canteen A/Gym
9	Canteen B	Yr9	Canteen B
10	Back of Science/DT	Yr10	Main Hall
11	Theatre	Yr11	Theatre

1.4 What are the arrangements for pupils' arrival and departure?

Pupils must arrive and depart the Academy site at staggered times from designated area (see below).

Year Group	Arrival Time	Arrival Area	Departure Time	Departure Area
7	8.15	Front (Footpath to Hall Extension)	14.55	Front (Main Footpath)
8	8.20	Front (Reception)	15.00	Front (through Reception)
9	8.25	Back Gate (Quadrangle)	15.05	Back Gate
10	8.30	Back Gate (Back of Science/DT)	15.10	Back Gate
11	8.35	Front (Side Gate)	15.15	Front (Side Gate)

Pupils, parents or any visitors are forbidden to enter the Academy if they are displaying any symptoms of coronavirus – [Covid-19: Guidance for households with possible coronavirus infection](#).

Parents should not accompany their child into school and not congregate at the school gates or in the car park. **If possible, pupils should walk or cycle to school.**

Where parents decide that their child can use public transport, they should, where possible, avoid peak times. Please read [Covid-19: Safer Travel Guidance for Passengers](#) for further information.

When pupils arrive, they must head straight to their Form room (refer to table below).

	Ashdown	Bowland	Elvedon	Kielder	Richmond	Sherwood	Whinfell
HOH	M Pearl	H Simm	J De'Ath	D Bracknell	S Wheeler	C Dare	D Braybrook
SLT	Y Moyet	P Barrett	L Hodgson-Clark	J Schmid	C Niner	M Cartlidge	D Piercy
7	L James SC9	C Adams EN8	L Childs En2	S Brown Ma3	K Danson En9	J Edwards Hu5	B Cooper Ma8
8	J. Lewis Ma1	S Zarrouki Mfl2	M Reynolds Dt2	M. Georgieva Mfl3	N Lawrence Sc6	R Casey Ma9	J Haslett Mfl4
9	Z William and J Chambers Mfl1	L Guichard Sc7	A Steed En1	L Abbot IT7	S Howard En5	S Harrison Pa2	N Lillywhite Hu6
10	S Stanley and L Goodlad Hu7	N Dunn IT6	M Samir Ma6	N Amaewhule Sc4	V Otempong Ma5	B Salmon Art2	E Potts Hu1
11	A Bacon En6	L Keyes Hu2	I Rossi Ma7	F Rodha Dt4	N Hewitt Pe1	C Clark Sc5 (E Heath)	V Lang Hu4

1.5 What are the arrangements at break and lunch?

Year groups are geographically separated according to their allocated zones (refer to 1.3).

Each zone has food provision and additional toilet facilities.

The Academy uses an external catering service (Pabulum) which complies with the [Food Businesses on Coronavirus \(COVID-19\)](#) guidance.

1.6 Will pupils be following the 'normal' curriculum?

Yes. Pupils will continue to follow a broad and balanced curriculum as per previous years.

The Government's [Full Reopening of Schools](#) guidance states the following in respect to teaching and learning support staff:

'All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.'

1.7 I am concerned that my child may be behind and need to 'catch-up'. What arrangements are in place to help pupils catch-up?

On 19th June, the Government announced a [Catch-Up Fund](#) of £1 billion which equates to £80 per pupil. This funding will be used to support pupils in catching up on lost learning during the school closure period. Depending upon need, this will involve targeted tuition and classroom support.

In the case of Year 11 pupils, their timetable will be modified to include a 'Period 6' (Monday-Thursday 15.15 – 16.00 p.m.) This period will be used to cover and/or consolidate curriculum content in preparation for pupils' GCSE examinations. This will run alongside the Academy's Revision, Intervention and Subject Enhancement (RISE) programme.

1.8 Due to 'lost learning' during the school closure period, will the GCSEs for Year 11 pupils be changed in any way?

To ensure exams and assessments next summer are as fair as possible and take into account any public health requirements and the well-being of pupils, Ofqual consulted on arrangements for 2021 - [Changes to Assessments for 2021](#)

1.9 Will pupils be able to do P.E and extra-curricular activities?

Yes. The Government's [Full Reopening of Schools](#) guidance states the following in respect to P.E and extra-curricular activities:

'Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.'

We recognise that this will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups. Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.'

1.10 What measures in the classroom will be implemented to reduce transmission of Covid-19?

In line with the Government's [Full Reopening of Schools](#) guidance, the following will be implemented:

- Pupils will be seated side by side and facing forwards.
- Pupils will be reminded to not touch their peers.
- Where possible, teachers should maintain a 2m distance from pupils. In particular, they should avoid close face to face contact and minimise time spent within 1m of anyone.
- Shared classroom resources will be disinfected before use.
- Although teachers are permitted to take class books home to mark, they should endeavour to mark them on the Academy site. Further, when marking books, teachers must wash their hands regularly and avoid touching their face, nose and eyes.

1.11 Will assemblies take place?

Yes, but in year group 'bubbles' only.

1.12 Will pupils in different year groups come in contact with one another whilst moving around the Academy site?

Yes, however, pupils will be encouraged to use outdoor routes to access their classroom, since transmission is low in outdoor environments, and be reminded to wear a face covering. Further, the maglock system facilitates a one-way movement of pupil traffic.

1.13 What hygiene measures will be in place to reduce transmission?

- Visitors and contractors will be kept a minimum. Those entering the site for agreed activities will be required to read and sign a declaration – refer **Appendix 4**.
- Additional cleaning will take place throughout the school day.
- Desks, door handles, outdoor spaces and other critical areas will be cleaned at least twice a day with disinfectant.
- A deep clean of the Academy site will be undertaken at least once a week.
- Pupils will routinely be shown a hygiene presentation to reinforce effective hygiene measures.
- The Academy has installed outdoor [handwashing](#) troughs to improve access to handwashing facilities and relieve pressure on toilet areas.
- Pupils should arrive with their hands thoroughly washed and must use hand sanitizers that are placed at entrances and in classrooms.
- On entering a classroom, pupils should clean their work area (desk/table) using antiseptic wipes.
- Pupils should wash their hands before and after eating, and after sneezing or coughing.
- Pupils will be encouraged not to touch their mouth, eyes and nose.
- Pupils will be reminded to use a tissue or elbow to cough or sneeze and use bins for tissue waste - '[Catch it, Bin it, Kill it](#)'.
- Staff will be reminded to ensure doors and windows are open and rooms are well-ventilated.
- Additional toilet facilities have been installed in year group zones.
- As pupils and adults move around the Academy site, they will be required to wear a face covering.
- As pupils move around the Academy site, they will be reminded about the need, **where possible**, to follow [Safe Social Distancing](#) guidance.

1.14 Has the Academy undertaken a risk assessment?

Yes. A risk assessment was initially undertaken on 18th May using a service provided by Southend Borough Council. This is updated on a weekly basis - [Risk Assessment](#)

1.15 What arrangements are in place if the Academy has to send pupils home to self-isolate?

Refer to [Remote Learning Letter](#).

1.16 What arrangements are in place if the Academy closes due to a Covid-19 outbreak or local lockdown?

The Academy will revert to an online timetable and live/recorded Zoom lessons - remote.eastwoodacademy.co.uk.

1.17. What support is available to keep pupils safe online?

Parents should access [Further Information on Keeping Children Safe Online](#) guidance.

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) to stay safe online.
- To help families manage during this time, the NCA has launched [Thinkuknow: home activity packs](#), a set of fun, engaging activities based on Thinkuknow cartoons, films, games, and advice articles
- A new activity sheet for each age group will be published on the [Thinkuknow](#) website every 2 weeks.
- [Parent Info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations.
- [Childnet](#) provides a tool kit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices and a host of practical tips to help children get the most out of their digital world
- [LGfL](#) provides support for parents and carers to keep their children safe online, including 6 top tips to keep primary aged children safe online.
- [Net Aware](#) provides support for parents and carers from the NSPCC, providing a guide to social networks, apps and games.
- [Let's Talk About It](#) provides support for parents and carers to keep children safe from online radicalisation.
- [UK Safer Internet Centre](#) provides tips, advice, guides and resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services.
- [Staying safe online](#) provides Government guidance offering advice on parental controls, fact-checking information, communicating with family and friends while social distancing is in place and taking regular breaks.

2.0 Staffing

2.1. I am anxious about attending to school, what do I do?

The Government has produced [Mental Health and Wellbeing](#) guidance to support staff. Further, The [Education Support Partnership](#) provides a free helpline for staff and targeted support for mental health and wellbeing.

You should discuss any concerns with your line manager and/or other appropriate person. If you remain concerned, you should raise these concerns with the Principal.

Where appropriate, the Academy will arrange peer support, supervision and/or counselling for staff and/or take advice from medical professionals or Occupational Health.

2.2. What happens if I develop symptoms of Covid-19?

The symptoms of Covid-19 are covered in [NHS Covid-19 Symptoms](#).

The member of staff should **not** attend work.

Any member of staff **who is showing symptoms of coronavirus** can be tested. Staff should immediately book a [self-referral test](#) and provide confirmation of the outcome. Government guidance states that tests are most effective if carried out within **3 days** of developing symptoms.

Whilst waiting for the outcome, the member of staff is required to self-isolate **for at least 10 days**.

If the test is **negative**, the member of staff can come out of self-isolation and return to work.

If the test is **positive**, the member of staff must self-isolate for **10 days from the onset of their symptoms**. After 10 days, if they **do not have any symptoms (other than a cough or loss of sense of smell/taste)** they are expected to return to work. The member of staff does not need to self-isolate if they only have a cough or loss of sense of smell/taste after 10 days, as these symptoms can last for several weeks after the infection has gone.

If the test is **positive**, [NHS Test and Trace](#) will contact the member of staff via phone, text or e-mail and will require them to share information about their recent interactions. **People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus** – refer to [guidance for the implications for Households with Possible or Confirmed Cases of Covid-19](#)

On 24th September, NHS Test and Trace launched the [NHS Covid-19 App](#) to help control the spread of Covid-19. The app will be available to download for anyone aged 16 and over. Refer to [Guidance on NHS Covid-19 App](#).

2.3. A member of my household has developed symptoms of Covid-19, what do I do?

The symptoms of Covid-19 are covered in [NHS Covid-19 Symptoms](#).

The member of staff should **not** attend work.

The household member who is showing symptoms should [Apply for a Test](#) and provide confirmation of the outcome. Government guidance states that tests are most effective if carried out within **3 days** of developing symptoms. **Anyone else in the household should self-isolate for 14 days from when the household member started showing symptoms.**

If the test is **positive for the household member**, they must self-isolate for **10 days from the date of the test confirmation**. After 10 days, if they **do not have any symptoms (other than a cough or loss of sense of smell/taste)** they no longer need to self-isolate.

If the test is **positive**, [NHS Test and Trace](#) will contact the household member via phone, text or e-mail and will require them to share information about their recent interactions. **People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus** – refer to [guidance for the implications for Households with Possible or Confirmed Cases of Covid-19](#)

On 24th September, NHS Test and Trace launched the [NHS Covid-19 App](#) to help control the spread of Covid-19. The app will be available to download for anyone aged 16 and over. Refer to [Guidance on NHS Covid-19 App](#).

If the test is **negative for the household member**, they, along with other household members (including the member of staff) no longer need to self-isolate.

2.4 How do I know if I am in a 'very high risk' (clinically extremely vulnerable) group? Should I attend work?

The [PHE Guidance - 'Very High Risk Group'](#) provides specific details about those individuals who are 'clinically extremely vulnerable' i.e. those with serious underlying health conditions which put them at very high risk of severe illness from Covid-19.

A member of staff is at '**very high risk' (clinically extremely vulnerable)** if they:

- Have had an organ transplant.
- Are having chemotherapy or antibody treatment for cancer, including immunotherapy.
- Are having an intense course of radiotherapy (radical radiotherapy) for lung cancer.
- Are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors).
- Have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma).
- Have had a bone marrow or stem cell transplant in the past 6 months or are still taking immunosuppressant medicine.
- Have been told by a doctor that they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD).
- Have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell).
- Are taking medicine that makes them much more likely to get infections (such as high doses of steroids).
- Are pregnant and have a serious heart condition.

Staff that are in this group **should have been contacted by the NHS** to tell them they are 'clinically extremely vulnerable'. These staff should **not** attend work and should 'shield' for **at least 12 weeks** from receipt of the letter.

Staff will be required to provide evidence (the letter) to the Academy.

From 1st August, the Government paused shielding. From this date, those people previously shielding were advised to adopt strict social distancing rather than full shielding measures – refer to [Shielding the Extremely Vulnerable](#) guidance.

2.5. How do I know if I am a member of staff who is in a 'high risk' (clinically vulnerable) group? Should I attend work?

The [NHS Guidance - 'High Risk Group'](#) provides details about those individuals who are 'clinically vulnerable'.

A member of staff is at '**high risk' (clinically vulnerable)** if they:

- Are 70 or older.
- Are pregnant.
- Have a learning disability.
- Have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis).
- Have heart disease (such as heart failure).
- Have high blood pressure (hypertension).
- Have diabetes.
- Have chronic kidney disease.
- Have liver disease (such as hepatitis).
- Have a condition affecting their brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis, or cerebral palsy)
- Have a problem with their spleen or have had your spleen removed.
- Have a condition that means they have a high risk of getting infections (such as HIV, lupus or scleroderma).
- Are taking medicine that can affect their immune system (such as low doses of steroids)
- Are very obese (a BMI of 40 or above).

When the Academy reopens to all pupils, particularly in the case of teaching and learning support staff, working from home is impractical and staff would be expected to return to work. A risk assessment will be undertaken for 'high risk' (clinically vulnerable) staff.

2.6. I live with an individual who is in the 'at risk' group. Should I attend work?

Government advice is that those living with 'at risk' groups, even the most vulnerable groups, do not themselves need to operate 'shielding' but should follow the general advice, including [Safe Social Distancing](#).

In the case of a member of staff living with an individual in the 'very high risk' (clinically extremely vulnerable) category, a risk assessment will be undertaken.

3.6. I live with an individual who is an NHS worker or carer. Should I attend work?

This situation does not meet the criteria for self-isolation and, as such, staff should attend work as normal.

2.7. I am pregnant. Should I attend work?

Government advice is taken from [The Royal College of Midwives](#). The guidance distinguishes between those in the first or second trimester (less than 28 weeks pregnant), with no underlying health conditions, and those in the third trimester (more than 28 weeks) or who have underlying health conditions.

For those in the first two trimesters of pregnancy and who do not have any underlying health conditions, the guidance is broadly the same as for the general public i.e. they should work from home wherever possible, but can continue to work in a public-facing role, provided the necessary precautions are taken e.g. social distancing and risk assessment.

Those in third trimester (more than 28 weeks pregnant), or who have an underlying health conditions – such as heart or lung disease - should work from home where possible and should avoid contact with anyone with symptoms of coronavirus, and significantly reduce unnecessary social contact. Those in the third trimester or with underlying health conditions should **not** attend work and should work from home up to the start of their maternity leave.

3.0 Pupils

3.1. Do I attend school if I am in an 'at risk' group?

The [PHE Guidance - 'Very High Risk Group'](#) provides specific details about those individuals who are 'clinically extremely vulnerable' i.e. those with serious underlying health conditions which put them at 'very high risk' of severe illness from Covid-19. Pupils that are in this group **should have been contacted by the NHS** to tell them they are 'clinically extremely vulnerable'. These pupils should **not** attend school and should '[shield](#)' for **at least 12 weeks** from receipt of the letter.

The [NHS Guidance - 'High Risk Group'](#) provides details about those individuals who are at 'clinically vulnerable' i.e. those at a 'high risk' of severe illness from Covid-19. These pupils can attend school but should take extra care in terms of observing [Safe Social Distancing](#); however, it is for parents to determine, in consultation with medical professionals, whether they decide to send their child to school. Parents can also obtain advice from the Royal College of Paediatrics and Child Health by reading the guidance [Shielding for Children and Young People](#)

From 1st August, the Government paused shielding. From this date, those people previously shielding were advised to adopt strict social distancing rather than full shielding measures – refer to [Shielding the Extremely Vulnerable](#) guidance.

Children who are clinically extremely vulnerable can return to their education settings - refer to [Shielding the Extremely Vulnerable](#) guidance.

3.2. I live with an individual who is in the 'at risk' group. Should I attend school?

Government advice is that those living with 'at risk' groups, even the most vulnerable groups, do not themselves need to operate '[shielding](#)' but should follow the general advice, including [Safe Social Distancing](#); however, it is for parents to determine, in consultation with medical professionals, whether they decide to send their child to school.

3.3 What happens if my parents decide not to send me to school?

The Government's [Full Reopening of Schools](#) guidance states the following in respect to attendance:

*'Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be **mandatory again from the beginning of the Autumn Term.***

3.4 I am anxious about attending school. Who can I speak to?

Parents can e-mail their child's Head of House or SLT Link ([Contact List](#)) to gain reassurance. Where appropriate, the member of staff will telephone the parent (and pupil) to discuss the issues in more detail and arrange a visit.

3.5 What support is available at school?

Pupils may be experiencing a variety of emotions in response to the Covid-19 outbreak, such as anxiety, stress or low mood. Once on site, pupils can speak to their teacher, Head of House, safeguarding staff, member of support staff and/or BACP qualified counsellor.

The Academy has also increased the capacity of the Safeguarding Team to include three additional Deputy Designated Safeguarding Leads.

Safeguarding Status	Member of Staff
Designated Safeguarding Lead (DSL)	Mrs. N. Lillywhite
Deputy Designated Safeguarding Lead (DDSL)	Ms S. Daltrey
Deputy Designated Safeguarding Lead (DDSL)	Mrs. M. Philp
Deputy Designated Safeguarding Lead (DDSL)	Mr. Y. Moyet
Deputy Designated Safeguarding Lead (DDSL)	Ms H. Walden
Deputy Designated Safeguarding Lead (DDSL)	Mrs. L. Rutter

The Government has also produced [Mental Health and Wellbeing](#) guidance to support pupils.

3.6 Do I need to wear my uniform?

Pupils should attend in their normal school uniform. Infringements will be addressed in line with the Academy's Behaviour and Discipline Policy.

3.7 What equipment do I need to bring into school?

Pupils should bring in their normal equipment but will not be permitted to share it with other pupils.

3.8 What happens if I develop symptoms of Covid-19 whilst at home?

The symptoms of Covid-19 are covered in [NHS Covid-19 Symptoms](#).

The pupil should remain at home and follow the [Stay at Home](#) guidance.

The parent should [Ask for Test](#) and provide confirmation of the outcome. Government guidance states that tests are most effective if carried out within **3 days** of developing symptoms.

Whilst waiting for the outcome, the pupil is required to self-isolate **for at least 10 days**.

If the test is **negative**, the pupil is expected to return to school.

If the test is **positive**, the pupil must self-isolate for **10 days from the date of the test confirmation**. After 10 days, if they **do not have any symptoms (other than a cough or loss of sense of smell/taste)** they are expected to return to school. The pupil does not need to self-isolate if they only have a cough or loss of sense of smell/taste after 10 days, as these symptoms can last for several weeks after the infection has gone.

If the test is **positive**, [NHS Test and Trace](#) will contact the pupil via phone, text or e-mail and will require them to share information about their recent interactions. **People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus** – refer to [guidance for the implications for Households with Possible or Confirmed Cases of Covid-19](#)

On 24th September, NHS Test and Trace launched the [NHS Covid-19 App](#) to help control the spread of Covid-19. The app will be available to download for anyone aged 16 and over. Refer to [Guidance on NHS Covid-19 App](#).

3.9 What happens if I develop symptoms of Covid-19 whilst at school?

The symptoms of Covid-19 are covered in [NHS Covid-19 Symptoms](#)

The guidance [Implementing Protective Measures in Education](#) states the following:

'If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home.'

If a child is awaiting collection, they should 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 should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2m away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

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

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit 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, 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 should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Refer to [Actions if a Pupil Displays Symptoms Summary Sheet](#)

3.10 What happens if a pupil or member of staff test positive for Covid-19?

The guidance [Implementing Protective Measures in Education](#) states the following:

'Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.'

The [Full Reopening of Schools](#) guidance provides additional information in the 'Prevention' section, paragraph 8 and 9.

3.11. What do I do if a household member I live with has developed symptoms of Covid-19?

The symptoms of Covid-19 are covered in [NHS Covid-19 Symptoms](#).

The household member who is showing symptoms should [Apply for a Test](#) and provide confirmation of the outcome. Government guidance states that tests are most effective if carried out within **3 days** of developing symptoms. **Anyone else in the household should self-isolate for 14 days from when the household member started showing symptoms.**

If the test is **positive for the household member**, they must self-isolate for **10 days from the date of the test confirmation**. After 10 days, if they **do not have any symptoms (other than a cough or loss of sense of smell/taste)** they no longer need to self-isolate.

If the test is **positive**, [NHS Test and Trace](#) will contact the household member via phone, text or e-mail and will require them to share information about their recent interactions. **People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus** – refer to guidance for the implications for [Households with Possible or Confirmed Cases of Covid-19](#)

On 24th September, NHS Test and Trace launched the [NHS Covid-19 App](#) to help control the spread of Covid-19. The app will be available to download for anyone aged 16 and over. Refer to [Guidance on NHS Covid-19 App](#).

If the test is **negative for the household member**, they, along with other household members (including the pupil) no longer need to self-isolate - [Test and Trace Overview](#)

4.0 Hygiene and Safety

4.1 Where can I get access to information regarding how to reduce the risk of transmitting Covid-19?

The DfE coronavirus helpline is available to answer questions about Covid-19 relating to education and children's social care. Staff, parents and young people can contact this helpline using the information below:

Phone: 0800 046 8687

8am to 6pm – Monday to Friday

4.2 Where can I get access to information regarding effective handwashing?

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. [Handwashing](#) with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus.

Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

4.3 What is the 'Catch it, Bin it, Kill it' campaign?

'[Catch it, Bin it, Kill it](#)' is a slogan used in several public health campaigns to promote good respiratory and hand hygiene by recommending carrying tissues, using them to catch a cough or sneeze, disposing of them in a waste bin and then killing any remaining germs by washing hands.

4.4 What is the 'Hands, Face, Space' campaign?

'[Hands, Face, Space](#)' is a public information campaign which has been launched ahead of winter to highlight how everyone can help to stop the spread of coronavirus (Covid-19) – [Hands, Face, Space Video](#)

On 9th September, the Prime Minister formally launched the campaign urging the public to continue to wash their hands, cover their face and make space to control infection rates and avoid a second peak.

4.5 Is it safe to open schools?

On 15th May, the DfE published an [Overview of the Scientific Advice and Information on Coronavirus](#).

Specifically, the information covers the following in respect to infectivity and transmission in children:

'The exact rates of infectivity and transmission of children is not fully known yet; this is a novel virus and the scientific understanding is developing all the time. However, the current understanding is that:

- *There is a high degree of confidence that the severity of disease in children is lower than in adults.*
- *There is a moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults. For older children there is not enough evidence yet to determine whether susceptibility to disease is different to adults.*

- *The susceptibility to infection of younger children (up to age 11 to 13) might be lower than for adults, but the degree of confidence in this is low. For older children there is not enough evidence yet to determine whether susceptibility to infection is different to adults.*
- *There is no evidence to suggest that children transmit the virus any more than adults. Some studies suggest younger children may transmit less, but this evidence is mixed and provides a low degree of confidence at best’.*

On 26th May, the Government published a [SAGE Modelling Paper](#) to explain and justify the decision-making process with regards to the role of children in transmission of Covid-19.

On 4th September, PHE published their [Report on the Preliminary Results of the Covid-19 Testing and Antibody Prevalence Surveillance in Schools Programme](#), also known as ‘sKIDs’. The report concludes that there is no evidence that pupils and staff who were in schools were at increased risk of COVID-19, compared to the general population, and infection and transmission rates were low in preschool and primary schools under surveillance during the summer.

4.6 What measures does the Government advise to reduce the risk of transmission in schools?

The guidance [Implementing Protective Measures in Education](#) states the following:

‘In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed 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 symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.*
- *Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.*
- *Ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach.*
- *Cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
- *Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.*

4.7 Will staff and/or pupils require Personal Protective Equipment (PPE)?

On 11th May, the Government published [Implementing Protective Measures in Education](#) and [Safe Working in Education, including the Use of PPE](#) guidance.

Specifically, the guidance states the following in respect to PPE:

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

- *Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.*

- *If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn’.*

On 21st August, the World Health Organisation (WHO) issued [Advice on when Children should Wear Face Coverings](#). The advice states that ‘*children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area*’. As a result of the WHO advice, the Government revised its guidance on [Face Coverings for Staff and Pupils](#), effective from 1st September.

In areas of local restrictions (lockdowns), face coverings should be worn by staff and pupils in secondary schools when moving around, such as in corridors and communal areas where social distancing is difficult to maintain; however, schools also have the discretion to require face coverings in corridors and communal areas, if they believe that is right in their particular circumstances.

The Academy’s estate/layout does not lend itself particularly well to geographical segregation of year groups without compromising the delivery of the curriculum. To allow the delivery of a normal timetable, the Academy believes that wearing face coverings in corridors and communal areas would assist, along with other measures, to reduce the risk of transmission of Covid-19.

The Academy recognises that some staff and pupils will be exempt from wearing a face covering – refer to guidance on [Face Coverings Exemptions](#). It will also take a common sense approach to encouraging pupils and staff to wear face coverings.

It is vital that face coverings are worn correctly – refer to guidance on [How to Put On, Remove, Store and Dispose of Face Coverings](#) and https://youtu.be/9Tv2BVN_WTk. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them a sealable plastic bag. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

Pupils will be provided with one black reusable (washable) face covering. If they lose it, they will be required to purchase a new one from the Academy. In the event of not being able to purchase one during the school day, a pupil will be provided with a disposable face covering.

Pupils and staff will **not** be required to wear face coverings in classrooms in line with the Government’s guidance on [Face Coverings for Staff and Pupils](#) (below).

*‘On the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will **not** generally be necessary in the classroom even where social distancing is not possible. There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided’.*

Pupils and staff will **not** be required to wear face coverings outside (where the risk of transmission is low, pupils are in geographically segregated groups, they can socially distance, and are arriving or leaving at different times and locations) or when eating food in indoor communal areas.

4.8 What happens if there is a confirmed case of Covid-19 in school?

The guidance [Implementing Protective Measures in Education](#) states the following:

'When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.

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 and other settings on 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'.

A summary is provided in **Appendix 2**.

4.9 What happens in the event of a local restrictions (lockdown)?

On 28th August, the Government released guidance on [Containing and Managing Local Covid-19 Outbreaks](#)

The response will be determined by the level of the restrictions which are organised into 4 tiers:

Tier 1

The default position for areas in national government intervention is that education and childcare settings will remain open. An area moving into national intervention with restrictions short of education and childcare closure is described as 'tier 1'. There are no changes to childcare, and the only difference in education settings is that where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

All nurseries, childminders, schools, colleges and other educational establishments should remain open and continue to allow all their children and young people to attend, on site, with no other restrictions in place.

Tier 2

Early years settings, primary schools and alternative provision (AP) providers, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools move to a rota model, combining on-site provision with remote education. They continue to allow full-time attendance on site to vulnerable children and young people and the children of critical workers. All other pupils should not attend on site except for their rota time. Further education (FE) providers should adopt similar principles with discretion to decide on a model that limits numbers on site but works for each individual setting.

In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 3

Childcare, nurseries, primary schools, AP, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools, FE colleges and other educational establishments would allow full-time on-site provision only to vulnerable children, the children of critical workers and selected year groups (to be identified by Department for Education). Other pupils should not attend on site. Remote education to be provided for all other pupils.

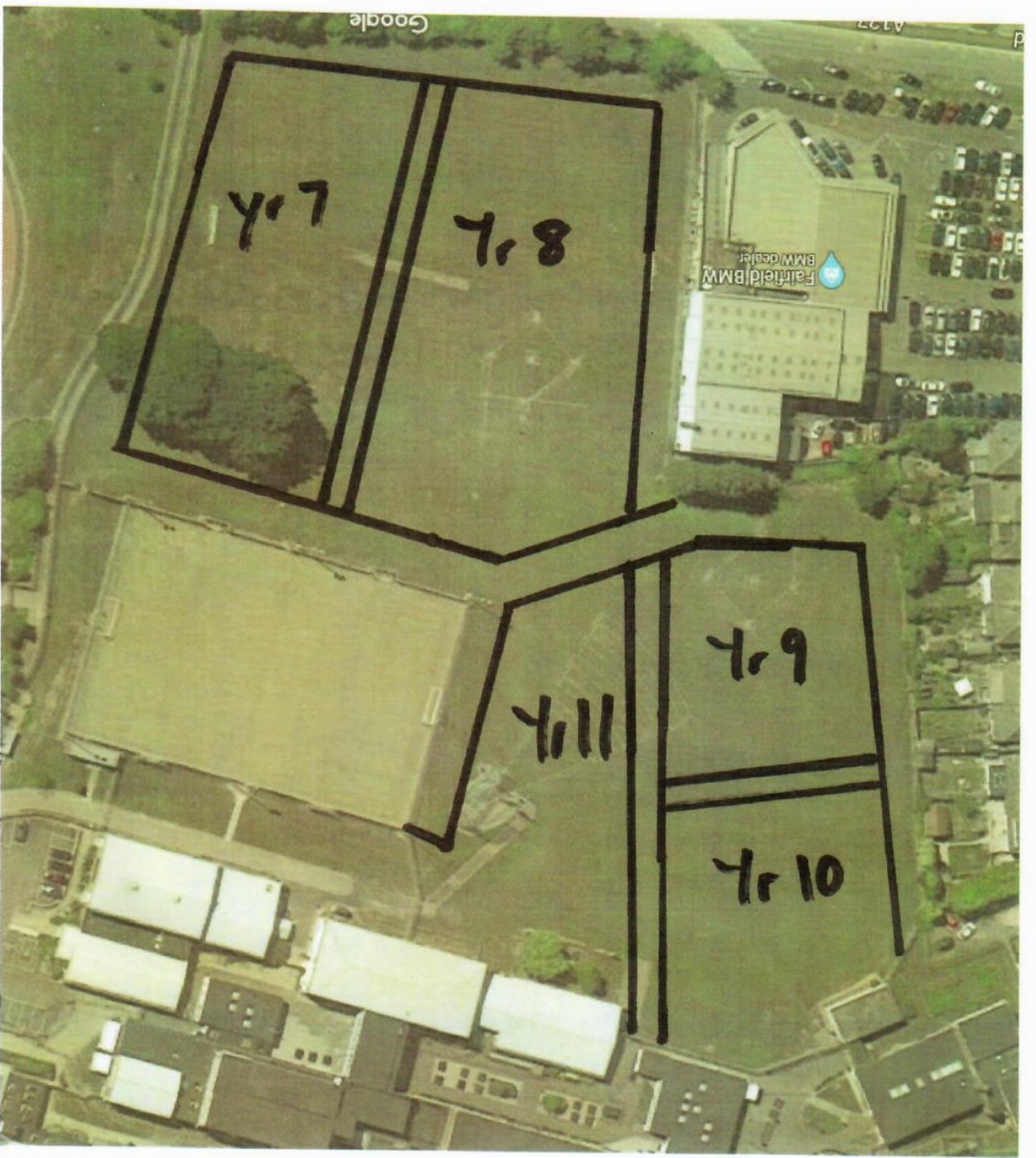
In all areas of national government intervention, education settings where pupils in Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained

Tier 4

All nurseries, childminders, mainstream schools, colleges and other educational establishments allow full-time attendance on site only to our priority groups: vulnerable children and the children of critical workers. All other pupils should not attend on site. AP, special schools and other specialist settings will allow for full-time on-site attendance of all pupils. Remote education to be provided for all other pupils.

In all areas of national government intervention, education settings where pupils in Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Appendix 1 – Outdoor Zones



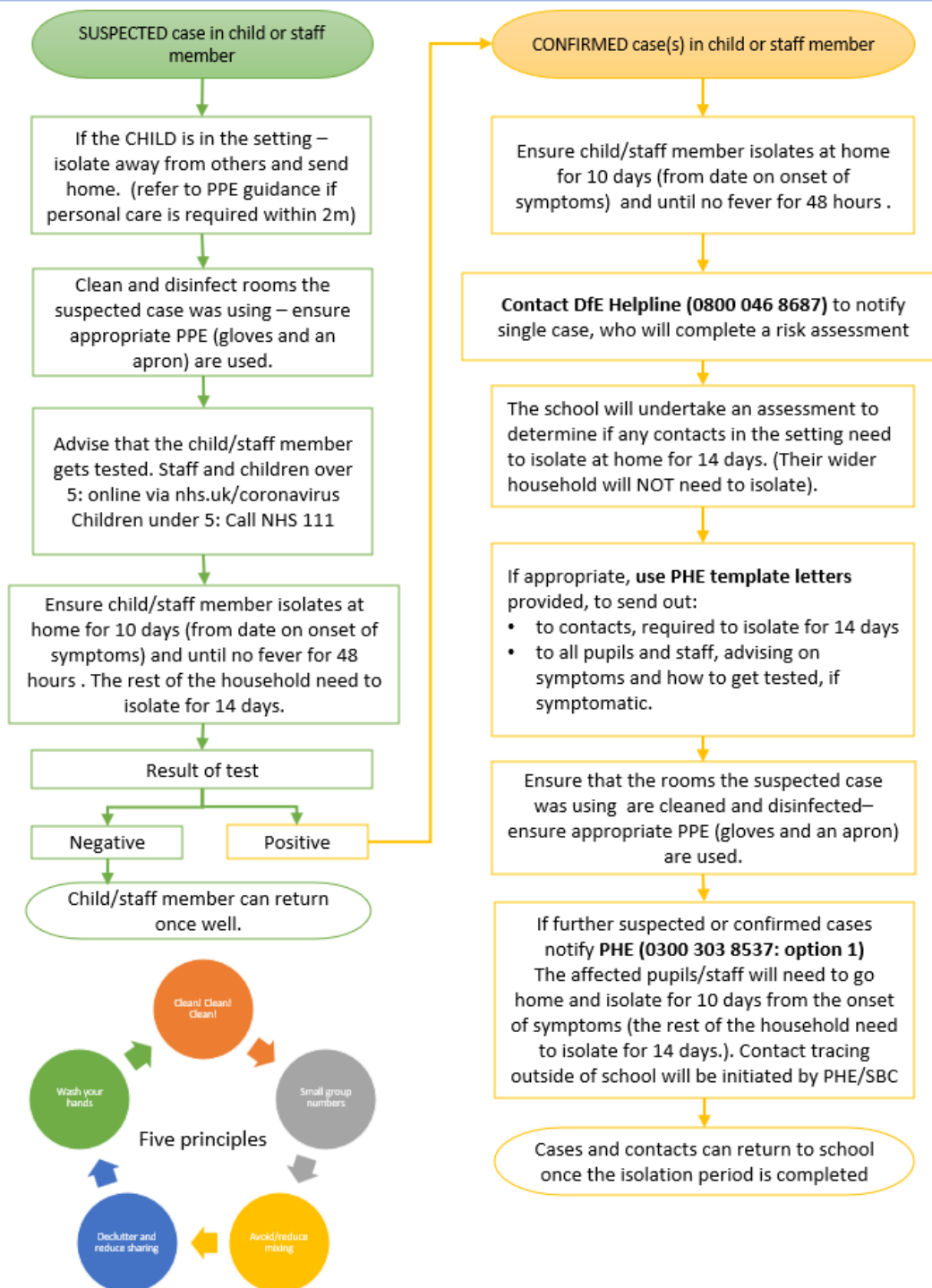
Appendix 2 – NHS Test and Trace Process for Schools



Public Health
England

Action to be taken by schools (Sept 2020)

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent Covid-19 spreading in schools, as well as other infectious diseases. If you have any **general questions or concerns**, please contact Dr Bharat Pankhania, Consultant in Public Health (mob: 07798 657755) or Southend Borough Council (SBC) on 01702 534685. **To notify of one positive case**, please call the DfE Helpline on 0800 046 8687. **To notify more cases**, please call the Public Health England (PHE) in the East of England on 0300 303 8537 (option 1). If the matter is not urgent you can also email eo.e.crc@phe.gov.uk.
GUIDANCE: Visit gov.uk/coronavirus for detailed school's guidance, including cleaning and the use of Personal Protective Equipment (PPE) in schools.



Appendix 3 – Definitions

Possible or suspected (symptomatic) case:	Staff member or pupil with a new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia)
Confirmed case:	Staff member or pupil with a laboratory test positive for COVID-19/SARS-CoV-2 with or without symptoms
Cluster:	Two or more confirmed cases of COVID-19 among students or staff in a school/college within 14 days who are not in the same cohort/bubble or Increase in rate of absence due to suspected or confirmed cases of COVID-19, in their household
Outbreak:	Two or more confirmed cases of COVID-19 among students or staff who are direct close contacts, proximity contacts or in the same cohort or 'bubble' in the school within 14 days.
Contacts:	Contacts are those who have: <ul style="list-style-type: none"> • had face-to-face contact of any duration (less than 1 metre away) with the case or • were coughed or sneezed on by the case or • had unprotected physical contact (skin to skin) with case or • Spent more than 1 minute within 1 metre of the case or • spent more than 15 minutes within 2 metres of the case or • travelled in a car or other small vehicle (even on a short journey)
Infectious Period:	From 48 hours prior to symptom onset to 7 days after, or 48hrs prior to test if asymptomatic

Appendix 4 – Visitor/Contractor Declaration Form



Believe, Succeed, Together

Summary of Key Points in Reducing Transmission of Covid-19 in Schools

- **Do not** attend the Academy if you are showing [Covid-19 symptoms](#).
- Engage with [NHS Test and Trace](#) if you show symptoms of Covid-19 or are identified as a 'contact'.
- On entering the Academy site, wash your hands using soap and water for at least 20 seconds.
- Use hand sanitisers and antiseptic wipes in classrooms and offices.
- Follow good respiratory hygiene as detailed in the '[Catch it, Bin it, Kill it](#)' guidance.
- Wear a face covering as you move around the Academy site and where safe social distancing is not possible - [How to Put On, Remove, Store and Dispose of Face Coverings](#) and https://youtu.be/9Tv2BVN_WTk
- As you move around the Academy site, where possible, follow [Safe Social Distancing](#) guidance.

I confirm that I have read the summary above, including the additional information in the hyperlinks, and agree to abide by these measures whilst on or visiting The Eastwood Academy.

Name _____

Company _____

Status _____

Contact Telephone No. _____

Signature _____

Date _____