



**Serenity School**

# Coronavirus (COVID-19)

December 2021

Handbook for Parents/Carers

## **Introduction**

In light of growing concerns around the emergence of the new Omicron Covid variant, schools have been issued with new guidance but are expected to remain open and continue to deliver the full range of the curriculum.

We have put together this handbook to provide you with all the details of the measures that are being put in place to ensure the safety of our school community as we remain open in line with guidance. We hope this will address any of your concerns and reassure you that we have taken all the necessary precautions to keep you and your child safe.

Guidance is changing frequently however we will keep you updated through email or Bromcom Please feel free to call our school office number on **020 45291960** if you have concerns.

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**All this guidance is current, but things may change quickly, and we will continue to update our response in line with government guidelines.**

**If there is a spike in cases, we may have to implement a contingency plan and different controls may be introduced.**

**We will endeavour to keep you updated with any changes as soon as we can**

## **1. Risk Assessment**

The school has undertaken a robust risk assessment to identify all the risks and we have implemented control measures in line with the Government Guidance

A copy of our risk assessment can be found on the school website

## **2. Testing**

Pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged.

Staff will also be required to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart.

There is no need for primary age pupils (those in year 6 and below) to test.

We are no longer required to carry out contact tracing unless in exceptional cases – NHS Test and Trace will do this.

**Only close contacts of suspected or confirmed cases of the Omicron variant** of COVID-19 must self-isolate and book a PCR test, regardless of age or vaccination status (as instructed by NHS Test and Trace or their local health protection team).

For other variants, close contacts **do not** need to self-isolate if any of the following applies:

- They're fully vaccinated
- They're below the age of 18 years and 6 months
- They've taken part in or are currently part of an approved COVID-19 vaccine trial
- They're not able to get vaccinated for medical reasons

Instead, they'll be advised by NHS Test and Trace to take a PCR test.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child should return to school when they feel better. If the test is positive and confirmed to be the Omicron variant, your household will need to continue the self-isolation period.

## **3. Procedure for Pupil Displaying Symptoms of COVID-19**

It is extremely important that all parents and pupils remain vigilant regarding preventing, identifying and minimising the spread of coronavirus.

If your child becomes unwell with covid related symptoms, we will carry out a Lateral Flow test with parental consent and if your child gets a positive lateral flow result while in school, you will be contacted to arrange pick up and they should start self-isolating immediately. The positive lateral flow test result will be reported to NHS Test and Trace

If your child is sent home from school with symptoms and subsequently takes a test, **you must inform the school of the results as soon as possible**. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period unless they are any of the following: Fully vaccinated, below the age of 18 years and 6 months, not able to get

vaccinated for medical reasons, are taking or have taken part in an approved COVID-19 vaccine trial.

**We encourage you to inform the school immediately of test results.**

If your child gets a positive Lateral Flow result in school or at home, you must arrange for your child to take a 'standard' PCR test (this must be taken within 2 days of a positive lateral flow test result) and report the test result to NHS Test and Trace. In some cases, we may provide a home testing kit if available in school.

If your child is infected (or suspected to be infected) with the **Omicron COVID-19 variant**, any close contacts, irrespective of their vaccination status and age, must self-isolate immediately (as instructed by NHS Test and Trace or their local health protection team) and book a PCR test.

Please notify the school office via telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school.

#### **4. Face Coverings**

Face coverings help to protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.

Face coverings should be worn by all staff and adult visitors in corridors and communal areas and all pupils in year 7 and above while in communal spaces, corridors, transport to and from school (both in dedicated and in public vehicles)

Parents must also wear face coverings when visiting the school. We encourage you to contact us on the telephone in the first instance and only visit the school if necessary.

Face coverings are currently not recommended in the classrooms and do not need to be worn when outdoors.

While we encourage Key Stage 2 pupils to wear face coverings, health advice continues to be that primary-aged children should not be asked to wear face coverings.

See [circumstances where people are not able to wear face coverings](#) for exceptions to this.

Face coverings do not need to be worn when outdoors.

#### **5. Arrangements**

Current guidelines do not recommend that it is necessary to keep children and young people in 'bubbles'. This means that bubbles are not needed and assemblies and lunch will continue to run as normal. However, in the event that we have an outbreak, our contingency plan may mean that it becomes necessary to reintroduce 'bubbles' for a temporary period to reduce mixing between groups.

Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

## **6. Travelling to School**

Pupils are encouraged to walk or cycle to school where possible. Pupils should wear a face covering when travelling on public transport and dedicated transport to and from school or college. Drop off and Pick up times will remain unchanged.

## **7. Uniform**

We expect all our pupils to attend school in full uniform in the Autumn term. Uniform does not need to be washed or cleaned any more than normal.

## **8. Infection Control**

Strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in our school. This means that we will continue to enforce rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g., if they are very young or have special educational needs.

Handwashing stations are available in every toilet.

Tissues and lidded bins are available for each class to ensure good respiratory hygiene by promoting the "catch it – bin it – kill it" approach.

Staff will continue to work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Premises staff will continue to carry out enhanced cleaning regimes including additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc).

The school will continue to

- Ensure that people who are required to self-isolate do not attend school
- Advise everyone to clean their hands thoroughly and frequently for at least 20 seconds using soap and water or use the sanitiser. Young pupils and pupils with educational needs will be supervised when doing this.
- Make sure people practise good respiratory hygiene, and promote the 'catch it, bin it, kill it' approach
- Ensure that all occupied spaces are well ventilated
- Maintain appropriate cleaning regimes to include additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc).
- Promote and engage with the NHS Test and Trace process
- Manage confirmed coronavirus cases
- Contain any outbreak by following advice from our local health protection team

- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

## **9. Visitors**

Visitors to our school site will be encouraged to test with lateral flow device (LFD) test. This also applies to parents. Parents that need to come into school will need to make an appointment first. Please call the school office if you wish to meet with a member of staff.

## **10. School Trips**

All educational **day visits** and trips will be subject to a full and thorough risk assessments, and we will refer to any public health advice, such as on hygiene and ventilation, as part of the risk assessments.

Our school is not currently planning or arranging any residential or international school trips at this time.

## **11. Assemblies / Gatherings / Events**

The government has advised that school should continue to hold full school assemblies, indoor and outdoor events unless advised against this by Public Health England or as part of our outbreak management plan. This means that assemblies can continue

## **12. Curriculum**

Current guidelines require schools to maintain their capacity to deliver high quality education across this academic year. As a school, we will continue to focus on doing this while also supporting pupils "health and wellbeing". In the rare event that we are unable to deliver the full curriculum due to an outbreak management plan, we will adopt a flexible approach to curriculum delivery

## **13. Behaviour**

Behaviour will continue to be dealt with in line with the school's Behaviour for Learning Policy unless our contingency plan is in place which may mean that students will be expected to additional rules with regards to infection control.

## **14. Attendance**

School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that your child regularly attends school. Absences will continue to be managed through the school's Attendance Policy.

## **15. Clinically Vulnerable**

In line with guidelines, children under 18 are no longer considered clinically extremely vulnerable (CEV) and are now expected to follow the same COVID-19 precautions as all other pupils, unless advised by their clinician to isolate or reduce social contact due to the nature of their medical condition or treatment. **You must therefore provide medical evidence to support this.**

# Responding to Covid 19 Primary Phase

## If pupil shows symptoms

Teacher to send the pupil to **Reception** and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything



Teacher to inform **Reception Staff** so they can arrange for the pupil to be picked up. Pupil should be left alone in a ventilated room if possible and safe to do so. If a 2-metre distance isn't possible, the supervising staff member will wear a face mask. If contact is necessary, they'll also wear gloves and an apron. If there's a risk of fluids entering the eye, they'll also wear eye protection. The room will be cleaned after the pupil has left



## If staff member shows symptoms in school or gets a positive lateral flow test result at home

Staff member to inform **their Line Manger and Head Teacher** before leaving the school premises, avoiding contact with others (if at school. If at home, they must not come into school)



If teaching in school, staff member to wait until supervision has arrived for their class before leaving



**Head Teacher** to tell the pupil/staff member:

- To start self-isolating
- That members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, or not able to get vaccinated for medical reasons, or they are taking or have taken part in an approved COVID-19 vaccine trial
- (If the staff member has a positive lateral flow test result:) To report the test result to NHS Test and Trace
- To take a 'standard' **PCR test** (this **must** be taken **within 2 days** of a positive lateral flow test result) and report the test result to NHS Test and Trace. If a home testing kit is available in school, you can give it to them to take home if you think they may have barriers to accessing testing elsewhere (if providing one for a pupil aged 16 or under, you must inform their parents or guardians). See below for what the pupil or staff member should do, depending on their PCR test result

**Note:** Members of their household, and close contacts, should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, or not able to get vaccinated for medical reasons, or they are taking or have taken part in an approved COVID-19 vaccine trial. If any of the above applies, NHS Test and Trace will contact them to advise them to take a PCR test. Children aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.

If the individual is infected (or suspected to be infected) with the **Omicron COVID-19 variant**, any close contacts, irrespective of their vaccination status and age, must self-isolate immediately (as instructed by NHS Test and Trace or their local health protection team) and book a PCR test.



**Once the individual has left the premises (or if they're at home):** surfaces they have come into contact with will be cleaned and disinfected. Areas they have passed through (e.g. corridors) will be cleaned thoroughly as normal



If the symptomatic individual's PCR test is **negative**

Pupil/staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Pupil/staff member can return to school

If the asymptomatic individual's PCR test is **negative**

Staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Staff member can return to school

If the symptomatic or asymptomatic individual's PCR test is **positive**

Symptomatic individual to:

- Continue self-isolating for **at least 10 days**, counting from the day after their symptoms started (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)
- Then only return to school if the only symptoms they still have after the isolation period are a cough or loss/change of smell/taste (these symptoms can last for several weeks once the infection has gone) – they should **not** return until their temperature has returned to normal, or if they are otherwise unwell

Asymptomatic individual to:

- Continue self-isolating for **10 days**, counting from the day after the positive lateral flow test (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)

**Close contacts or household members of a positive case\* are exempt from self-isolating if any of the following applies:**

- They're fully vaccinated
- They're below the age of 18 years and 6 months
- They've taken part in or are currently part of an approved COVID-19 vaccine trial
- They're not able to get vaccinated for medical reasons

\*This **doesn't** apply to close contacts of suspected or confirmed cases of the Omicron variant of COVID-19, who must self-isolate, irrespective of vaccination status and age (as instructed by NHS Test and Trace or their local protection teams) and book a PCR test.



# Responding to Covid 19 Secondary Phase

## If pupil shows symptoms

Teacher to send the pupil to **Reception** and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything



Teacher to inform **Reception Staff** so they can arrange for the pupil to be picked up. Pupil should be left alone in a ventilated room if possible and safe to do so. If a 2-metre distance isn't possible, the supervising staff member will wear a face mask. If contact is necessary, they'll also wear gloves and an apron. If there's a risk of fluids entering the eye, they'll also wear eye protection. The room will be cleaned after the pupil has left



## If staff member shows symptoms in school or gets a positive lateral flow test result at home

Staff member to inform **their Line Manger and Head Teacher** before leaving the school premises, avoiding contact with others (if at school. If at home, they must not come into school)



If teaching in school, staff member to wait until supervision has arrived for their class before leaving



**Head Teacher** to tell the pupil/staff member:

- To start self-isolating
- That members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, or not able to get vaccinated for medical reasons, or they are taking or have taken part in an approved COVID-19 vaccine trial
- (If the staff member has a positive lateral flow test result:) To report the test result to NHS Test and Trace
- To take a 'standard' **PCR test** (this **must** be taken **within 2 days** of a positive lateral flow test result) and report the test result to NHS Test and Trace. If a home testing kit is available in school, you can give it to them to take home if you think they may have barriers to accessing testing elsewhere (if providing one for a pupil aged 16 or under, you must inform their parents or guardians). See below for what the pupil or staff member should do, depending on their PCR test result

**Note:** Members of their household, and close contacts, should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, or not able to get vaccinated for medical reasons, or they are taking or have taken part in an approved COVID-19 vaccine trial. If any of the above applies, NHS Test and Trace will contact them to advise them to take a PCR test. Children aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.

If the individual is infected (or suspected to be infected) with the **Omicron COVID-19 variant**, any close contacts, irrespective of their vaccination status and age, must self-isolate immediately (as instructed by NHS Test and Trace or their local health protection team) and book a PCR test.



**Once the individual has left the premises (or if they're at home):** surfaces they have come into contact with will be cleaned and disinfected. Areas they have passed through (e.g. corridors) will be cleaned thoroughly as normal



If the symptomatic individual's PCR test is **negative**

Pupil/staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Pupil/staff member can return to school

If the asymptomatic individual's PCR test is **negative**

Staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Staff member can return to school

If the symptomatic or asymptomatic individual's PCR test is **positive**

Symptomatic individual to:

- Continue self-isolating for **at least 10 days**, counting from the day after their symptoms started (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)
- Then only return to school if the only symptoms they still have after the isolation period are a cough or loss/change of smell/taste (these symptoms can last for several weeks once the infection has gone) – they should **not** return until their temperature has returned to normal, or if they are otherwise unwell

Asymptomatic individual to:

- Continue self-isolating for **10 days**, counting from the day after the positive lateral flow test (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)

**Close contacts or household members of a positive case\* are exempt from self-isolating if any of the following applies:**

- They're fully vaccinated
- They're below the age of 18 years and 6 months
- They've taken part in or are currently part of an approved COVID-19 vaccine trial
- They're not able to get vaccinated for medical reasons

\*This **doesn't** apply to close contacts of suspected or confirmed cases of the Omicron variant of COVID-19, who must self-isolate, irrespective of vaccination status and age (as instructed by NHS Test and Trace or their local protection teams) and book a PCR test.