



Believe, Succeed, Together

Covid-19 Frequently Asked Questions (FAQ)

March 2021

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1.0 Reopening

1.1 When will the Academy reopen?

Following the publication of the Government's [Covid-19 Response - Spring 2021](#) on 22nd February, the Academy will reopen on **Monday 8th March**.

1.2 Is it safe to reopen?

The overwhelming evidence is that the risk from Covid-19 to children is low. Further, whilst schools can be places where transmission occurs, there is no strong evidence that they drive largescale community transmission – refer to the Government's [Evidence Summary](#) and [Supporting Scientific Evidence](#).

1.3 Has the Academy undertaken a risk assessment?

Yes. A risk assessment is updated on a weekly basis and published on the Academy's website.

1.4 Are all pupils expected to attend school?

Yes. The Government's [Operational Guidance](#) guidance states the following in respect to attendance:

'School attendance will be mandatory for all pupils from 8th March. The usual rules on school attendance apply, including:

- *Parents' duty to secure their child's regular attendance at school.*
- *The ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct'.*

1.5 What measures are in place to minimise self-isolation and the cycle of 'stop-start schooling'?

'Stop-start schooling' refers to a situation where large numbers of pupils are frequently sent home to self-isolate.

The level of self-isolation is largely a reflection of community infection (case) rates i.e. where local community levels of infection are high, this is likely to be reflected in the school community. However, transmission, infection and the need to self-isolate, can be reduced by an established system of controls – refer to the Government's [Operational Guidance](#) and section 2.0.

2.0 System of Controls

2.1 How are the pupils organised?

In accordance with the Government's [Operational Guidance](#), pupils are organised in **year group 'bubbles'**.

Maintaining distinct groups or 'bubbles' that do not mix, makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible.

Each year group 'bubble' is geographically separated by specific zones on the Academy site (see below).

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



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

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

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

2.3 What are the arrangements at break and lunch?

Year groups are geographically separated according to their allocated zones (refer to section 2.1).

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.

From 19th October, as outdoor space became more restricted, lunch was reduced to 30 minutes to reduce the risk of transmission through mixing. **This will be reviewed after the Spring Term.**

2.4 What hygiene control measures are in place?

- 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 spray/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](#)'.
- Pupils will be reminded about the '[Hands, Face, Space](#)' campaign – [Hands, Face, Space Video](#).
- Staff will be reminded to ensure doors and windows are open and rooms are well-ventilated - [HSE Air Conditioning and Ventilation](#).
- Additional toilet facilities have been installed in year group zones.
- As pupils move around the Academy site, they will be reminded about the need, where possible, to follow [Safe Social Distancing](#) guidance.
- As pupils and staff move around the Academy site, and whilst in the classroom, where social distancing is difficult to maintain, they should wear a face covering.
- 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 1](#).

2.5 What control measures are in place in the classroom?

In line with the Government's [Operational 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.
- Pupils will be reminded and encouraged to wear a face-covering.
- 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.

2.6 What are the arrangements for the use of face coverings?

The Government's [Operational Guidance](#), states the following:

'We recommend that 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. Face coverings do not need to be worn by pupils when outdoors on the premises.'

'In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for

example in PE lessons. We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter'.

Staff are required to take a **common-sense** approach to the recommendation i.e. they will remind and encourage pupils to wear a face covering.

Staff are **not** required to wear a face-covering in the classroom where social distancing can be maintained.

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 outdoor or indoor communal areas.

The Academy recognises that some staff and pupils will be exempt from wearing a face covering – refer to guidance on [Face Coverings Exemptions](#).

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.

2.7 What are the arrangements with testing?

In accordance with the Government's [Operational Guidance](#), testing arrangements are in place for both staff and pupils.

In terms of staff, the Academy has provided the opportunity for staff to test twice weekly from 24th February – refer to [Covid-19 Test \(Staff\) Letter](#)

In terms of pupils, the Academy has made arrangements for pupils to be tested prior to returning on 8th March – refer to [Covid-19 Test \(Pupils\) Letter 1](#) and arrangements for twice weekly testing thereafter – refer to [Covid-19 Test \(Pupils\) Letter 3](#)

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

If the event of a confirmed case, 'contacts' (refer to [Appendix 2](#)) will be identified and informed.

A summary is provided in [Appendix 3](#).

3.0 Staff

3.1. I am anxious about attending work, 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.

The Academy has produced a [Staff Wellbeing Policy](#) which provides a framework for the support provided to staff.

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.

3.2. 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.

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 10 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](#)

If the test is **positive**, ‘contacts’ (refer to [Appendix 2](#)) will be identified and informed.

3.3. 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. **Anyone else in the household should self-isolate for 10 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 10 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](#)

3.4 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.

During March, the Department of Health and Social Care expanded the definition of clinically extremely vulnerable to include individuals that had been identified as potentially being at high risk of serious illness (if they contracted Covid-19) and advised that they shield until 31st March. Staff should contact the Academy to discuss their individual case.

3.5. 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).

From 8th March, 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.

3.6. 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](#).

3.7. 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.

4.0 Pupils

4.1 Do I attend school?

Yes. Refer to section 1.4.

4.2. 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.

During March, the Department of Health and Social Care expanded the definition of clinically extremely vulnerable to include individuals that had been identified as potentially being at high risk of serious illness (if they contracted Covid-19) and advised that they shield until 31st March.

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](#)

4.3 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.

4.4 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.

4.5 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 10 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](#)

If the test is **positive**, ‘contacts’ (refer to [Appendix 2](#)) will be identified and informed.

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

In accordance with the Government’s [Operational Guidance](#), the pupil will be sent home and advised to self-isolate for 10 days from the day they developed symptoms.

The pupil will be isolated in the Conference Centre until they can be collected by their parents. If this is not possible, alternative arrangements may need to be organised by the school.

The Conference Centre is a mobile unit at the front of the Academy i.e. physically isolated from the rest of the school. It is well ventilated and operated by a designated member of staff - Mrs. G. Cassidy – who will ensure social distancing and wear appropriate PPE.

The Conference Centre will be thoroughly disinfected after use.

5.0 Educational Provision

5.1 Will pupils be following the ‘normal’ curriculum?

Yes. Pupils will continue to follow a broad and balanced curriculum.

5.2 Are pupils able to do P.E and Performing Arts activities?

Yes. The Government’s [Operational Guidance](#), states the following in respect to Performing Arts and P.E:

Performing Arts

‘You should continue teaching music, dance and drama as part of your school curriculum, especially as this builds pupils’ confidence and supports their wellbeing. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.

Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals - [Working Safely During Covid-19 - Performing Arts](#)

Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Further information on the music education hubs, including contact details for local hubs, is available at music education hubs published by the Arts Council England.

Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained.

When planning music provision, you should consider additional specific safety measures. There is some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place - [Safe Singing](#)

Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists’ own sticks and mallets.

If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance [cleaning and handling equipment](#).

P.E

You have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in your system of controls.

Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.

You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls.

For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport 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.

Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports [guidance for safe provision including team sport, contact combat sport and organised sport events](#). Competition between different schools should not take place until wider grassroots sport for under 18s is permitted.

You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do'.

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

The Academy will restart its Catch-up Strategy. Depending upon need, this will involve targeted tuition and classroom support.

On 24th February, the Government announced an [Education Recovery Package](#) of £302 million to target provision according to need.

In the case of Year 11 pupils, ‘Period 6’ (Monday-Thursday 15.15 – 16.00 p.m.) will recommence from Monday 12th April. This period will be used to cover and/or consolidate curriculum content in preparation for pupils’ internal examinations in May.

5.4. What educational provision is in place if schools have to close again?

The Academy will recommence remote learning provision delivered via MS Teams.

Refer to [Remote Learning Policy](#) and [Remote Learning FAQ](#)

In terms of online safety, refer to [Further Information on Keeping Children Safe Online](#) and information below.

- [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.

5.5 Regarding the current Year 11 pupils, what are the arrangements for the award of GCSEs?

The Government made an [announcement](#) on 6th January confirming that GCSE externally-assessed examinations would not go ahead in the summer of 2021. To determine how GCSE grades would be awarded, a joint consultation between the DfE and Ofqual was subsequently launched.

On 25th February, the Government made an [announcement](#) on the outcome of the consultation and Ofqual published a [report](#).

Refer to [GCSE Grades FAQ](#)

Appendix 1 – 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 _____

Appendix 2 – 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:	<p>Contacts are those who have:</p> <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

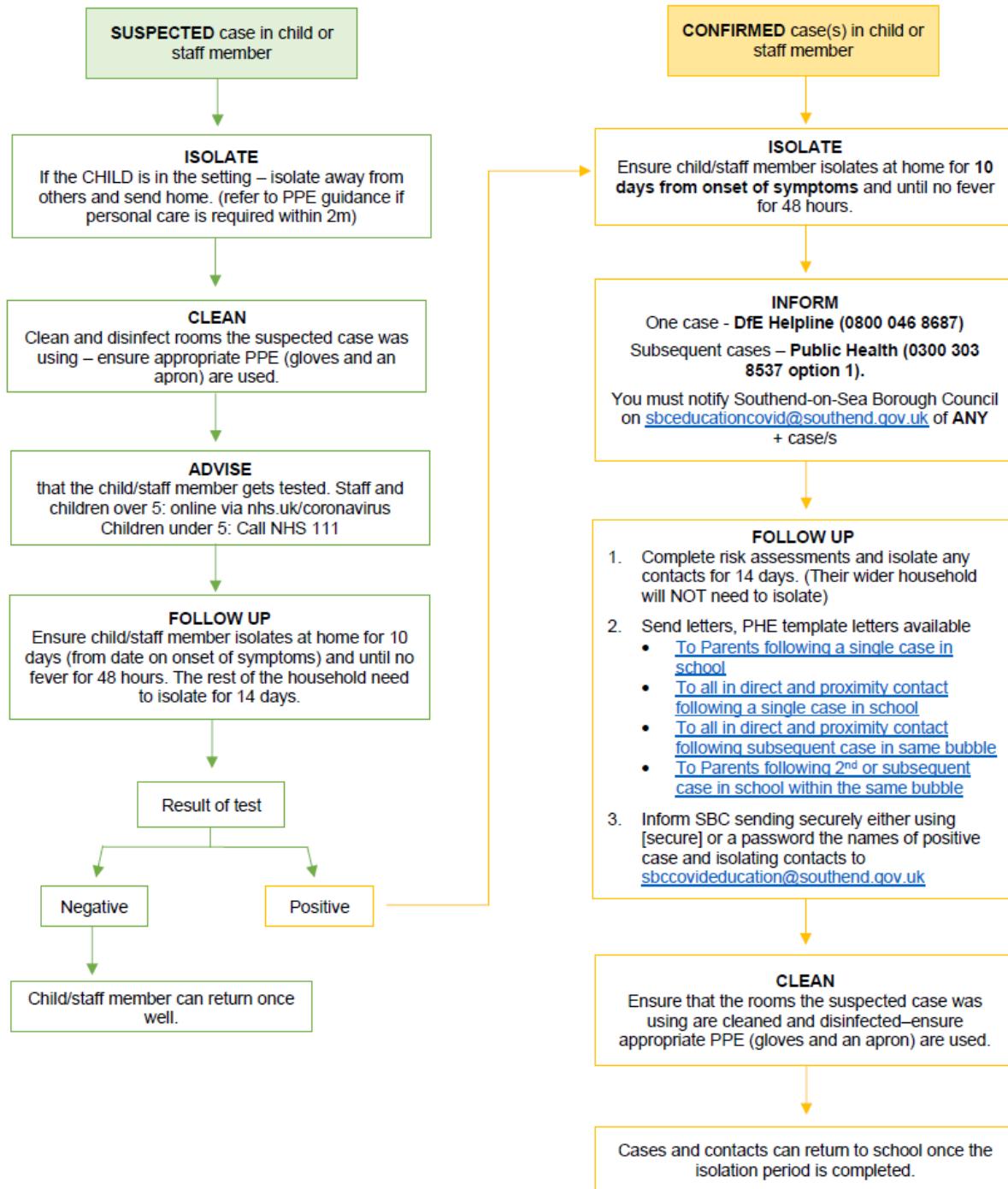
Appendix 3 – NHS Test and Trace Process for Schools



Public Health
England

Action to be taken by schools (November 2020)

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. If you have any specific questions or concerns, please contact Dr Bharat Pankhania, Consultant in Public Health (mob: 07798 657755) or Southend Borough Council (SBC) on 01702 534685.



Appendix 4 – Crib Sheet



Believe, Succeed, Together

Q1. I have symptoms of Covid-19. What should I do?

Do not attend school and self-isolate.

All members of your household will also need to self-isolate.

You need to get a test.

If the test is negative, you and your household members can return to school/work, unless another member of your household develops symptoms.

If the test is positive, you must self-isolate for at least 10 days from the onset of symptoms. If you did not have symptoms, you should self-isolate for 10 days from when you had the test.

If the test is positive, all other household members must self-isolate for 10 days from when you started to self-isolate.

Q2. I have completed the period of self-isolation, but I still have symptoms of Covid-19. Can I attend school?

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You **do not** need to self-isolate after 10 days **if you only have a cough or loss of sense of smell or taste**, as these symptoms can last for several weeks after the infection has gone.

Q3. A member of my household has symptoms of Covid-19. What should I do?

Do not attend school and self-isolate.

The member of your household who is showing symptoms needs to get a test.

If the test is negative, all members of the household can end the self-isolation, unless another member of the household develops symptoms.

If the test is positive, the household member must self-isolate for at least 10 days from the onset of symptoms.

All other household members must self-isolate for 10 days from when the Covid-19 household member started to self-isolate.

Q4. I live part of the week with one family member and part of the week with another family member. Which is my ‘household’?

Given that you live across two households, together they would be a single (extended) household i.e. support bubble.

Q5. I have come in contact with someone who is showing symptoms of Covid-19. What should I do?

You **do not** need to self-isolate unless the person showing symptoms tests positive for Covid-19. You should, however, take extra care in practising social distancing and good hand and respiratory hygiene.

Q6. I have come in contact with someone who has tested positive test for Covid-19. What should I do?

If you are identified as a ‘contact’ you will be contacted by NHS Test and Trace and instructed to self-isolate for 10 days from the date of your last contact with the person who has tested positive. If you have not been contacted, you do not need to self-isolate.

Q7. I have come in contact with someone who has tested positive test for Covid-19, but I have not been contacted by NHS Test and Trace. What should I do?

You have **not** been identified as a ‘contact’, so you **do not** need to self-isolate.

If you have concerns about whether you should have been contacted, you can contact [NHS 111 online Covid-19 Service](#) and seek further guidance.

Q8. I have been tested for Covid-19 but recorded a ‘unclear, void, borderline or inconclusive’ test result. What should I do?

You should continue to self-isolate and arrange another test **within 5 days** of the onset of symptoms.

Q9. Should I get a test for Covid-19, even if I do not show any symptoms?

Yes. As part of strategy to reopen schools, the Government has recommended that **asymptomatic** individuals (i.e. those who are infectious but do not have any symptoms) are regularly tested to help reduce transmission in school and the need for other individuals ('contacts') to self-isolate.

Prior to 8th March, parents should arrange for their child to have a Covid-19 test – refer to [Covid-19 Test \(Pupils\) Letter](#).

When pupils return to school from 8th March, arrangements are in place for twice weekly testing – refer to [Covid-19 Test \(Pupils\) Letter 2](#). In short, pupils will take home two test kits per week and undertake testing off site.

Q10. Is testing compulsory? Can my child attend school if they do not agree to partake in regular asymptomatic testing?

A Covid-19 test is not mandatory and nor is it a condition to access/attend school.

Q11. What happens if I develop symptoms of Covid-19 and record a positive test result during a school holiday?

The DfE have asked schools to assist NHS Test and Trace during school holidays.

If you develop symptoms of Covid-19 **WITHIN 48 hours of last attending school and subsequently record a positive test result**, e-mail notify@eastwood.southend.sch.uk.

If you develop symptoms of Covid-19 **AFTER 48 hours of last attending school and subsequently record a positive test result**, you must contact [NHS Test and Trace](#) and follow their advice.

Q12. Do I need to wear a face covering whilst attending school?

The Government recommends that staff and pupils wear a face covering when moving around the Academy site and in communal areas where social distancing cannot be easily maintained.

From 8th March, the Government has recommended that pupils wear face coverings in the classroom where social distancing cannot be easily maintained. This will be in place until the end of the Spring Term (Easter).

Staff are required to take a **common-sense** approach to the recommendation i.e. they will remind and encourage pupils to wear a face covering.

Staff are **not** required to wear a face-covering in the classroom where social distancing can be maintained.

Pupils and staff will **not** be required to wear face coverings outside or when eating food in outdoor or indoor communal areas.

The Academy recognises that some staff and pupils will be exempt from wearing a face covering – refer to guidance on [Face Coverings Exemptions](#).

Appendix 5 – Single Case Letter – Parents of Individual Pupil

Dear Parent,

The Academy has been informed that your child has tested positive for Covid-19.

Your child must self-isolate for at least **10 days** from the onset of symptoms. If they did not have symptoms, they should self-isolate for 10 days from when you had the test.

After 10 days, if your child still has a temperature they should continue to self-isolate and seek medical advice. They **do not need to self-isolate after 10 days if they only have a cough or loss of sense of smell or taste**, as these symptoms can last for several weeks after the infection has gone.

Your child can return to the Academy on **DATE**.

What to do if your child develops symptoms of Covid-19

If your child develops symptoms of Covid-19, they must not attend school and should self-isolate for at least **10 days** from the date when their symptoms first appeared. Anyone with symptoms is eligible for testing and this can be arranged via [NHS Test](#) or by calling 119.

All other household members who remain well, must self-isolate for 10 days. This includes anyone in your ‘support bubble’ - [Staying at Home Guidance](#). The 10-day period starts from the day when the first person in the household showed symptoms of Covid-19.

Household members should not go to work, school or public areas and exercise should be taken within the home.

Household members staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

Symptoms of Covid-19

The most common symptoms of coronavirus are recent onset of:

- New continuous cough.
- High temperature.
- A loss of, or change in, normal sense of taste or smell (anosmia).

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 at [Covid-19 Symptoms](#) or phone 111.

How to stop Covid-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with contracting Covid-19. These include:

- Wash your hands with soap and water often and for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Wash your hands as soon as you get home.

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Further Information

Further information is available at [Covid-19 NHS Information and Advice](#)

Yours sincerely,



Mr. N. Houchen
Principal

Appendix 6 – Single Case Letter – Parents of Year Group

Dear Parent,

The Academy has been advised by Public Health England (PHE) that there has been a confirmed case of Covid-19 within the school.

I know that you may find this concerning, but we are continuing to monitor the situation and are working closely with Public Health England. This letter is to inform you of the current situation and provide advice on how to support your child. **Please be reassured that for most people, Covid-19 will be a mild illness.**

The small number of staff and/or children who have been in direct prolonged contact with the confirmed case will have received an individual letter and must self-isolate for 10 days.

The Academy remains open and your child should continue to attend if they do not have symptoms of Covid-19.

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of Covid-19, they must not attend school and should self-isolate for at least **10 days** from the date when their symptoms first appeared. Anyone with symptoms is eligible for testing and this can be arranged via [NHS Test](#) or by calling 119.

All other household members who remain well, must self-isolate for 10 days. This includes anyone in your ‘support bubble’ - [Staying at Home Guidance](#). The 10-day period starts from the day when the first person in the household showed symptoms of Covid-19.

Household members should not go to work, school or public areas and exercise should be taken within the home.

Household members staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

Symptoms of Covid-19

The most common symptoms of coronavirus are recent onset of:

- New continuous cough.
- High temperature.
- A loss of, or change in, normal sense of taste or smell (anosmia).

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 at [Covid-19 Symptoms](#) or phone 111.

How to stop Covid-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with contracting Covid-19.

These include:

- Wash your hands with soap and water often and for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Wash your hands as soon as you get home.

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Further Information

Further information is available at [Covid-19 NHS Information and Advice](#)

Yours sincerely,



Mr. N. Houchen
Principal

Appendix 7 – Single Case Letter – Contacts of Individual Pupil

Dear Parent,

The Academy has been advised by Public Health England (PHE) that there has been a confirmed case of Covid-19 within the school.

The Academy has followed the government guidance and identified that your child, **X**, has been in close contact with the affected individual. In line with the guidance, your child must self-isolate until **DATE** to reduce the further spread of Covid-19 to others in the community.

Other members of your household can continue their normal activities provided that your child does not develop symptoms within the 10 day self-isolation period - [Staying at Home Guidance](#)

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of Covid-19, they must not attend school and should self-isolate for at least **10 days** from the date when their symptoms first appeared. Anyone with symptoms is eligible for testing and this can be arranged via [NHS Test](#) or by calling 119.

All other household members who remain well, must self-isolate for 10 days. This includes anyone in your ‘support bubble’ - [Staying at Home Guidance](#). The 10-day period starts from the day when the first person in the household showed symptoms of Covid-19.

Household members should not go to work, school or public areas and exercise should be taken within the home.

Household members staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

Symptoms of Covid-19

The most common symptoms of coronavirus are recent onset of:

- New continuous cough.
- High temperature.
- A loss of, or change in, normal sense of taste or smell (anosmia).

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 at [Covid-19 Symptoms](#) or phone 111.

How to stop Covid-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with contracting Covid-19.

These include:

- Wash your hands with soap and water often and for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Wash your hands as soon as you get home.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Further Information

Further information is available at [Covid-19 NHS Information and Advice](#)

Yours sincerely,



Mr. N. Houchen
Principal