

Holbrook Academy Schools and childcare settings: Return in January 2021		
All schools with secondary-age pupils offered the opportunity to test their pupils, reaching as many pupils as possible from the week of the 4 January.	Inform parents of new guidance	TMY
The government will encourage as many as possible to take up the offer.	Prepare for promotion of offer	VMY
To access on-site education provision from first day of term and should be prioritised for testing <ul style="list-style-type: none"> • Vulnerable children* • The children of critical workers 	Ensure up to date lists for specific groups are up to date. Invite parents to update information	FPY / RLY
Pupils prioritised for on-site provision should be kept in consistent bubbles in the week commencing 4 January whilst they await test results. Outside of school, they should continue to adhere to local tier restrictions.	Plan bubbles for return and ensure site team are aware of any changes to how site being used.	FPY
All other pupils should not attend that week and must be provided with remote education until February half term	Clarify remote education offer to stakeholders Check remote access for students Update Justin Watson and ensure there are systems for any tech issues during that week.	RLY
Pupils will not need to have had a test in order to return to school on 4th January.	Communicate this with families	TMY/VMY
All children and young people should continue to comply with the rules set out for a national lockdown.	Remind parents of expectations during a national lockdown. Share with students directly through GC / student email	TMY/VMY
Parents are asked to help ensure their children are following these rules. That particularly includes: <ul style="list-style-type: none"> • those related to mixing with other households when they are not at school • and when they are travelling to and from educational settings 	Remind parents of expectations update bus information for the first week of term – that less people on bus = more social distancing	TMY/VMY SCL
Vulnerable and critical worker pupils and on-site staff are offered 2 lateral flow device tests. Starting in the week	Identify test lead Create priority lists and registers for testing	TMY/VMY SBY/MWG/VMY

commencing 4 January, prioritising staff, vulnerable children, the children of critical workers.	Create system for logging test data (unless provided)	VMY/KND
All schools should continue to undertake risk assessments and implement the system of controls set out in the actions for schools during the coronavirus (COVID-19) outbreak.	Continue to update Covid RA RA all testing arrangements	VMY/TMY/StBY VMY/TMY/StBY
How schools administer tests		
All times schools should ensure that the testing programme is also managed in line with the system of controls	RA all testing arrangements Implement social distancing through staggering, queuing. Enable good hand hygiene with access to handwashing / sanitisation. Promote respiratory hygiene and ensure masks are worn. Keep occupied spaces well ventilated	VMY/TMY/StBY/MWG
Enable as many staff and pupils as possible to get tested from the week commencing 4 January	Create a clear schedule for testing. Ensure parents know how to access and promote attendance.	VMY/MWG
If the pupil's first test is positive, they should immediately self-isolate and have this positive test confirmed with a standard Polymerase Chain Reaction (PCR) test (they take more time because they are usually processed in a laboratory)	Review bungalow procedures for self isolation. Encourage drive through test centre PCR test, but school PCR test packs can be given.	VMY/StBY
If PCR test comes back positive the individual and close contacts will be asked to isolate at home for 10 days. If PCR test comes back negative the individual and close contacts can return to school.	Make sure it is clear that lateral flow 7 day serial testing should not begin yet until the current R rate goes down. This is to continue to reduce the virus.	VMY/SBY
If the pupil's first test is negative, they should be tested again 3-5 days later. If this test is positive, they should self-isolate and confirm this with a PCR test.	Create system for logging test data	VMY/SBY/KND
As many secondary pupils as possible should be tested during this week in advance of the serial testing and staff testing coming into effect	Testing site set up and read to carry out testing of staff by 6/1/21	VMY/SBY/StBY
We would encourage schools to encourage testing and ensure pupils and parents are aware of the benefits. Ultimately participation is optional.	Prepare communication with information and Q+A Signpost parents to national guidance	VMY/SBY/TMY
Schools should use existing relationships to drive take-up wherever possible.	Promotional video made to show how simple and quick the process is. VMY to recruit staff with a reassuring nature to put pupils at ease.	VMY/TMY

It is important to note that testing may not be feasible for some children, particularly some vulnerable children, for reasons of feasibility or consent.	Identify these students	FPY/SCRE/MWG
Schools that wish to can use an extra INSET day on 4 January to prepare to deliver the testing.		TMY
Testing workforce requirements		
Schools and educational trusts, supported by local authorities, will need to provide a small team to support the work.	Identify team for this. Implement suitable training and RA	VMY/SBY
We recommend that this includes 1 to 2 members of staff with others being either volunteers (for example governors) or agency staff brought in for this purpose.	Identify key team of people based on suitability for the role.	VMY
Reasonable workforce costs of state-funded schools will be reimbursed.	Keep details of additional spend and apply for reimbursement when details sent.	SRS
Planning for testing workforce.	Team Leaders for lateral testing to be assigned	VMY/SBY
Leading testing workforce	Team leaders complete full training through DfE portal	VMY/SBY
Ensuring DfE expectations are followed	All documents relating to lateral testing from DfE, gov.uk & Dfe portal to be read and followed. Periodic checking of DfE portal for updates and actioned accordingly	VMY VMY
Setting up test site	Find appropriate testing area in the school and use DfE guidance to set it up correctly Order additional equipment not provided by DfE	VMY/SBY/StBY SBY/StBY
Identifying the workforce	Use DfE planning tool to inform size of workforce and roles needing to be filled	VMY
Training the workforce	Direct workforce to online training sessions through DfE portal Ensure all staff are fully trained and that they provide training certificates to Team Leaders	VMY VMY/SBY

	<p>Whole team to complete a walk through of the whole process to ensure clarity of roles and confidence in carrying out in practice what they had seen in the training.</p> <p>Invite in a practice nurse who is experienced in self administering tests and completing the whole lateral flow process. To reassure staff and allow for an extra level of training.</p>	<p>VMY/SBY</p> <p>VMY</p>
Lateral testing of the testing workforce	All members of the lateral testing team must have a negative lateral test before they can begin testing the staff and pupils onsite.	VMY/SBY
Lateral Testing Risk Assessment	<p>Create a separate lateral testing risk assessment</p> <p>Ensure all members of the testing team have read and signed to say they have read it.</p> <p>To follow Holbrooks lateral testing risk assessment when in the test centre.</p>	<p>VMY/SBY</p> <p>SBY</p> <p>VMY/SBY/StBY and all the testing workforce.</p>
Attendance expectations		
In mainstream schools, all secondary-age pupils who are not expected to be in school during this period, and are at home receiving remote education, should be recorded as 'code X'.	Attendance team to respond accordingly.	SCL, SSD
Children for whom full-time on-site provision is being provided should be recorded in line with the normal school attendance requirements.		
Remote education		
Schools should have regard to the remote education expectation	<p>RLY to revisit remote education expectations and set out expectations for stakeholders. To ensure staff receive information, support and any necessary training. New staff to be contacted directly.</p> <p>Sgdg lead to ensure safeguarding of staff and students considered</p> <p>e-safety lead to revisit AUP</p>	RLY
Schools should prioritise protecting teaching staff's time so that they can meet remote education expectations for their pupils	Additional and support staff to be directed to test programme to enable teachers to deliver remote learning	RLY/TMY

Information for local authorities, academy trusts and schools about accessing laptops and tablets, the internet and digital education platforms to provide remote education can be found on get help with technology	Students needing access to laptops to be contacted and arrangements agreed for collection. Any further accessing of laptops through govt scheme to be explored – <i>have year 7 eligible been covered?</i>	FPY/SRS
Devices are currently delivered within 48 working hours of an order being placed. In the event of significantly increased levels of ordering, we may contact schools to notify them of adjusted delivery timelines.		
Children should continue to follow the rules of the national lockdown when not in school, and parents should ensure they do so.	Parents and students to be reminded of tiers.	
Transport		
The transport to school and other places of education guidance remains in place.	Liaise with LA / Bus companies to clarify LA bus offer	SCL
Those involved in the provision of home to school or college transport must do all that is reasonably practicable to maximise social distancing where possible and minimise the risk of transmission		SCL
Distancing should still be put in place within vehicles wherever possible	Revisit bus bubbles for first week back	SCL
Where fewer children and young people are attending school, particularly during the first week of term, sufficient levels of capacity should be maintained to maximise social distancing, including through the use of vacant seats where possible	Amend bus bubbles to separate students	SCL
Children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school	Children reminded of expectations when travelling by bus.	SCL/ Staff
Transporting children for a lateral flow device test in the first week of term (week commencing 4 January)		
For some children, it will not be possible to arrive and leave around scheduled test appointment times. Where necessary, pupils may attend on-site provision on the day of their test, until such time as dedicated transport is available.	Identify a space for onsite provision whilst awaiting collection	
Where those pupils test positive, schools should follow the guidance set out in the operational testing guidance.	Positive pupil to isolate in the bungalow and parents/carers contacted for collection. The pupil must take a PCR test kit	

	home or preferably book a PCR test at a drive through test centre. Close contact pupils offered 7 day serial testing or to isolate at home for 10 days following national guidance.	
Sport and physical education		
Participating schools should resume sport and physical education from 11 January, once on-site provision has resumed.	Update relevant RA	ABW
Extra-curricular activities		
Participating schools can continue to offer before and after-school provision from the start of term for those pupils eligible to attend for on-site provision. These pupils should be kept in their same consistent bubbles whilst awaiting test results	Identify what, where and when –	
Extra-curricular activities for all secondary pupils should only resume from February half term in participating schools, once on-site provision has resumed		
Free school meals		
Children engaging in remote education at home who are eligible for a benefits related free school meal should be offered a food parcel. Information on providing school meals during the coronavirus (COVID-19) outbreak is available.	Communicate this to FSM parents and ascertain numbers. Establish food parcel expectations.	
Schools should also make families aware that the government has put in place a £170 million Covid Winter Grant Scheme. This funding has been allocated to local authorities to support those in need with food and other essentials across the winter period.	Inform families of this.	
Coronavirus (COVID-19) asymptomatic testing in schools and colleges		
Rapid-result coronavirus (COVID-19) tests available to schools and colleges in the new year		
The school and college workforce to conduct weekly testing	Test centre set up, schools with full training of staff, timetable of testing to be produced for those that have consented and are on-site.	VMY/SBY
Students and pupils as well as the school and college workforce to conduct daily testing for those identified as	Test centre set up. Rota of staff manning the test centre to be fully trained. Procedures for serial testing to be created and circulated with testing workforce.	VMY/SBY

close contacts of workforce colleagues, students or pupils that have tested positive		
For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges.	Promotional video made with troubleshooting of misconceptions by the rapid testing team to reassure staff and pupils.	VMY/SBY
Lateral flow tests that will be provided to schools and colleges produce a result in 30 minutes and do not require a laboratory to process.		
From the beginning of January, schools and colleges will be provided with testing kits including personal protective equipment (PPE). They will be provided with comprehensive guidance and training materials and support to introduce a testing programme that works for staff, students and pupils	Check equipment has arrived and store correctly as per DfE guidance.	StBY/VMY
Schools and colleges should make clear to staff and pupils that a negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested.	Reiterate to staff and students hands/ face/ space. Circulate email to staff periodically to reinforce COVID safe procedures.	VMY/SBY/Testing Team VMY
Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid test will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known.	Ensure this is communicated with all staff and students.	VMY

*Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan

- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
 - care leavers
 - other children and young people at the provider and local authority's discretion including pupils who need to attend to receive support or manage risks to their mental health