

Holbrook Academy		
Schools and childcare settings: Return in March 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 8th March 2021.	Inform parents of new guidance	TMY
The government will encourage as many as possible to take up the offer. Pupils will not need to have had a test in order to return to school on their staggered return from 8th March although testing is voluntary it is strongly advised.	Communicate this with families	TMY
To access face to face education from 8th March the following should be prioritised for testing <ul style="list-style-type: none"> • Vulnerable children* • The children of critical workers • Year 10 & 11 • Years 7, 8 & 9 	Ensure this is communicated with staff, students and parents.	TMY
Pupils' staggered return to face to face education should be kept in consistent bubbles in the week commencing 8th March whilst they await test results. The Sports Hall and Yellow Zone canopy to be used as a socially distanced holding area for pupils waiting to be tested.	Students stay in year group bus bubbles upon arrival to school.	TMY/FPY/VMY
Key worker & Vulnerable provision to remain in place until all students who have consented have had their first lateral flow test.	Communicate this with staff, parents and students	TMY/FPY
All other pupils should not attend until their staggered start date and time and must be provided with remote education until they fully resume face to face education	Communicate this with staff, parents and students	RLY
All students are offered 3 lateral flow device tests. Starting in the week commencing 8th March, prioritising vulnerable children and Years 10 & 11	Create priority lists and registers for testing Create system for logging test data	SBY/MWG/VMY VMY/KNL
Systems & Controls		
Prevention of the spread of COVID-19	The Academy must always: <ol style="list-style-type: none"> 1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 	All stakeholders

	<ol style="list-style-type: none"> 2. Ensure face coverings are used in recommended circumstances. 3. Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6. Consider how to minimise contact across the site and maintain social distancing wherever possible. 7. Keep occupied spaces well ventilated. Ensuring at break and lunchtimes all windows and doors are opened to allow for full ventilation of rooms periodically. 8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9. Promote and engage in asymptomatic testing, where available. 10. Welfare areas and staff rooms to be used in compliance with whole school guidance. 	
Response to any infection	<ol style="list-style-type: none"> 11. Promote and engage with the NHS Test and Trace process. 12. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 13. Contain any outbreak by following local health protection team advice. 	TMY/VMY/SBY
Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school	<p>When an individual develops coronavirus (COVID-19) symptoms or has a positive test pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> ● they have one or more coronavirus (COVID-19) symptoms ● a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms ● they are required to quarantine having recently visited countries outside the Common Travel Area ● they have had a positive test 	

	<p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>The Academy will follow this process and ensure everyone onsite or visiting is aware of it. Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.</p>	
<p>Minimise contact with individuals who display symptoms by ensuring they leave school and do not attend school under specific circumstances</p>	<p>If anyone in the Academy develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the Academy:</p> <ul style="list-style-type: none"> • must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. <p>If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they</p>	

	<p>should avoid using public transport and, wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk/cycle home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school.</p> <p>The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms.</p> <p>If a pupil is awaiting collection:</p> <ul style="list-style-type: none"> ● they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required ● a window should be opened for fresh air ventilation if it is safe to do so ● if it is not possible to isolate them, move them to an area which is at least 2 metres 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 must be cleaned and disinfected using standard cleaning products before being used by anyone else ● personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - more information on PPE use can be found in the safe working in education, childcare and children’s social care settings guidance 	
<p>When an individual has had close contact with someone with coronavirus symptoms</p>	<p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p>	

	<ul style="list-style-type: none"> ● the symptomatic person subsequently tests positive ● they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) ● they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) ● they have tested positive from an LFD test as part of a community or worker programme <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the cleaning of non-healthcare settings. If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.</p>	
<p>Ensure face coverings are used in recommended circumstances</p>	<p>Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, 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.</p> <p>In addition, it is strongly recommended that face coverings should be worn in classrooms or during activities unless social distancing can be maintained.</p> <p>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.</p> <p>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. As with all measures, we will keep it under review and update guidance at that point.</p>	<p>TMY/VMY to ensure all stakeholders are aware</p>

	Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.	
Exemptions to wearing a face mask	<p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education and childcare settings noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.</p> <p>A reminder to be issued of which students are exempt from wearing face masks.</p>	MWG
How schools administer tests		
At all times, schools should ensure that the testing programme is also managed in line with the system of controls	<p>RA all testing arrangements.</p> <p>Implement social distancing through staggering, queuing.</p> <p>Enable good hand hygiene with access to handwashing / sanitisation. Promote respiratory hygiene and ensure masks are worn by pupils inside and outside of the classroom within the school building.</p>	VMY/TMY/StBY/SBY
Enable as many pupils as possible to get tested from the week commencing 8th March	Clear schedule for testing created and to be communicated to all stakeholders.	VMY/SBY/TMY
If the pupil's first test is positive, they should immediately self-isolate. Currently, there is no need for a confirmatory PCR test.	Review bungalow procedures for self isolation to ensure staff remain familiar with the procedures if there is a positive case	VMY/StBY
If the pupil's first test is negative, they should be tested a further two times again 3-5 days later.	System in place for logging test data and using bulk upload spreadsheet to upload year group test results.	VMY/SBY

Self-Testing of staff ready for staff to self administer.	Create a log of delivery of twice weekly lateral flow tests to staff along with instructions of how to carry out tests and record results on NHS track and trace database - informing school of results for school testing results log. Further guidance will be shared as it becomes available.	VMY/SBY/Testing Team
Self-Testing of students to self administer tests with adult supervision at home after 3 lateral flow tests have been supervised at school.	Create a log of distribution of twice weekly lateral flow tests to students along with instructions of how to carry out tests and record results on NHS track and trace database.	VMY/SBY
It is important to note that self testing may not be feasible for some children, particularly some vulnerable children.	Identify these students. A small AST site will remain running to cater for these students.	FPY/Testing Team
Testing workforce requirements		
Schools and educational trusts, supported by local authorities, will need to provide a small team to support the work.	Team established and working to a high standard following the lateral flow test RA	VMY/SBY
Reasonable workforce costs of state-funded schools will be reimbursed.	DfE guidance on funding to be monitored as of present reimbursement is made on the amount of lateral flow test results uploaded to the NHS Track & Test database.	SRS
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	Test site in main hall, fully set up and fully operational	VMY/SBY/StBY
Training the workforce	Staff are fully trained and they have provided training certificates to Team Leaders Training has taken place from a practice nurse who is experienced in self administering tests and completing the whole lateral flow process. This has reassured staff and is an extra level of training.	VMY/SBY
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	Separate lateral testing risk assessment completed for the Testing centre. All members of the testing team have read and signed to say they have read it.	VMY/SBY

	All the testing team are to follow Holbrook's lateral testing risk assessment when in the test centre.	VMY/SBY/StBY and all the testing workforce.
Coronavirus (COVID-19) asymptomatic testing in schools and colleges		
From the beginning of March, schools and colleges will be provided with testing kits and self-testing kits including personal protective equipment (PPE).	Check equipment has arrived and stored 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
Attendance expectations		
Recording attendance. Code X is used if child is self isolating or quarantining because of COVID-19 Students who will be offered asymptomatic testing onsite should be registered under the code Y due to pupils not expected to be attending school lessons during the week of 8th March due to the asymptomatic testing programme.	Attendance team to respond accordingly.	SCL, RTD
Children for whom full-time on-site provision is being provided, should be recorded in line with the normal school attendance requirements.	Attendance team to respond accordingly.	SCL, RTD
Encouraging regular school attendance	Identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. Emphasis on: <ul style="list-style-type: none"> disadvantaged and vulnerable children and young people pupils who were persistently absent prior to the pandemic 	

	<ul style="list-style-type: none"> ● pupils who have not engaged with school regularly during the pandemic 	
Pupils and families who are anxious about attending	<p>It is likely that some pupils, parents and households may be reluctant or anxious about attending school. This may include pupils who:</p> <ul style="list-style-type: none"> ● have themselves been shielding previously but have been advised they no longer need to shield ● live in a household where someone is clinically vulnerable (CV) or CEV (including young carers) ● are concerned about the possible increased risks from coronavirus (COVID19) such as those who have certain conditions such as obesity and diabetes. <p>Discuss any concerns with parents and provide reassurance on the measures the Academy are putting in place to reduce any risks. Remind parents that pupils of compulsory school age must be in school unless a statutory reason applies.</p>	
Vulnerable Children	<p>Where pupils who are self-isolating are within our definition of vulnerable, it is important that you put systems in place to keep in contact with them.</p> <p>When a vulnerable pupil is required to self-isolate, the Academy should:</p> <ul style="list-style-type: none"> ● notify their social worker (if they have one) ● agree with the social worker the best way to maintain contact and offer support <p>Procedures in place to:</p> <ul style="list-style-type: none"> ● check if a vulnerable pupil is able to access remote education support ● support them to access it (as far as possible) ● regularly check if they are accessing remote education 	
Alternative Provision	<p>All pupils in alternative provision (AP) settings should attend school full-time, including:</p> <ul style="list-style-type: none"> ● pupil referral units ● AP academies ● AP free schools ● independent AP schools ● 	
Remote education		
Schools should ensure remote education remains whilst students commence staggered face to face education	Communicate this and set out expectations to stakeholders.	TMY/RLY

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
Children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school	Children are reminded of expectations when travelling by bus.	SCL/ Staff
Measures to reduce exposure to COVID whilst travelling on the bus.	It is important, wherever it is possible, that: <ul style="list-style-type: none"> • social distancing is maximised within vehicles • pupils either sit with their 'bubble' on school transport, or with the same constant group of children each day • pupils clean their hands before boarding transport and again on disembarking • additional cleaning of vehicles is put in place • organised queuing and boarding is put in place • fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents 	
Potential exposure to others on the bus	Pupils should not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19)	
Transporting children for a lateral flow device test in the first week of term (week commencing 8th March)		
For some children, they will need to travel by bus to take their first lateral flow test	The sports hall and yellow zone canopy will be the waiting areas whilst they wait for their lateral flow test.	VMY/SBY/StBY
Mixing of pupils whilst on the bus	Students will sit in designated year group bubbles.	
Disembarking the bus ready for testing	Students will remain in their year group bubble and bus bubble ready for testing to limit contact with others and will remain socially distanced before, during and whilst waiting for results.	
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 will need to self-isolate for 10 days. Close contact pupils to isolate at home for 10 days following national guidance.	
Sport and physical education, music & drama		
Participating schools should resume sport and physical education from 8th March, once on-site provision has resumed.	Update relevant RA	ABW/DSM/RHN

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	Audit and monitor extra curricular provision	
School meals		
All students to bring a packed lunch from Monday 8th to Friday 12th March. The catering service will resume on Monday 15 th March.	Those who receive FSM will receive vouchers in the usual way	SRS

*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