

Houghton Primary School

Working hard to achieve our best



COVID-19 Operational Plan

for partial opening during National Lockdown for vulnerable children and those whose parents are critical workers.

References:

[Restricting Attendance During the National Lockdown: Schools – Guidance for all schools in England January 2021](#)

Other documents are hyperlinked within the document.

Supporting school documents:

Houghton Primary School: C-19 Risk Assessment during National Lockdown School Closure

UPDATES/REVIEWS

It is reviewed at least fortnightly and in accordance with government and Local Authority revisions in guidance. This is a 'live' document.

January 2021

Latest review: 3rd February 2021

Houghton Primary School closed on Tuesday 5th January 2021 following the Prime Minister's announcement on the evening of Monday 4th January 2021 of a national lockdown and school closure.

The school re-opened, partially, to the children of critical workers and those who are defined vulnerable in accordance with government criteria, on Wednesday 6th January 2021 in accordance with the terms and conditions set out in this document.

The Prime Minister has subsequently announced that this situation will be reviewed on 22nd February and schools will remain closed nationally until 8th March at the earliest. They have advised that school will close to pupils who are currently attending over half term.

- This is a national lockdown and the government made it clear that people should stay at home. This provision is offered to the children of [parents who are critical workers or meet another critical criteria](#) who are unable to work from home and/or unable to make other arrangements for their children so have no alternative but to attend school.
- If numbers of applicants for this offer are too high, the Local Authority have asked us to prioritise the provision for the children of parents who work in health and social care, education and childcare and for children who have an Education, Health and Care Plan and/or who were or have been in the care system.
- This provision is not 'childcare'. The children will attend for a full school day, every day. The register will be taken each day. We are not offering part-time or flexible provision unless a child has an Education, Health and Care Plan and parents request this in accordance with their child's needs. All other parents cannot request or book this.
- The provision in school will be staffed by teaching assistants who normally work in each class within a class bubble arrangement.
- Teachers will provide remote learning for children in the provision and for those at home using Tapestry for Reception and Google Classroom for all other year groups. The government require primary schools to set up to 3 hours of remote learning per day for children in Reception and Key Stage 1 and 4 hours a day for children in KS2. The children who attend school during the lockdown will access the same [remote learning package](#) and engage in other activities as they will be in school for 6+ hours a day, including 1 hour for lunchtime and short break times.
- The gates will open at 8.45am – 9.00am each morning. The school day will end at 3.05pm for Reception children and 3.15pm for all other year groups. Please state which gate you will be collecting from when you send in your confirmation.
- The children should wear school uniform as they did in the Autumn term. They will be engaged in physical activity every day so it is essential that they wear trainers every day and have their wellies in school. They won't be changing clothing during the day. They will need a coat and other clothing to suit the weather. The classrooms will remain ventilated during the day and therefore we recommend a warm fleece or jumper to wear on top of their school jumper/sweatshirt. The children can continue to bring their school bags, lunch boxes (if necessary) as they did in the autumn term. They should not bring toys or other items from home.
- All the measures that have been in place to reduce the risk of transmission of Covid-19 during the autumn term will remain in place in this provision. These will be added to/updated if and when government guidance changes.

- Children will be placed in class year group bubbles which are consistent and will not mix during the day or throughout the lockdown period. The number of children we can take in each bubble will depend on the age and needs of the children and the working hours of the support staff who are working in the bubbles. We may need to prioritise applications if numbers exceed the maximum.
- The provision will run in 7 'bubbles' as follows:

Year Group Bubble	Staffing (Teaching Assistants)	Classroom	Lunchtime Supervision
Reception	Angela Race Diane Macey	Robins	Diane Macey
Year 1	Jasmin Furness Tracey Hillman	Wrens	Tracey Hillman
Year 2	Samantha Marshall Rae Smith Kelly Roberts	Kingfishers	Rae Smith
Year 3	Jill Richards (M-W) Stacey Williams (W-F) Vicky Hall	Owls	Cherry Gravil
Year 4	Lynda White John Johnson	Kestrels	John Johnson
Year 5	Alex Lemons Alison Anderson	Eagles	Alex Lemons Alison Anderson
Year 6	Michele Leivers Cindy Blem-Larsen	Hawks	Michele Leivers Cindy Blem-Larsen

- The bubbles will remain separate through the day.
- Each bubble will use a different play space for outdoor play so that they don't come together.
- If new children join the school (in accordance with the government guidance only) they will join on a Monday and not mid-week, providing a 48 hour gap.
- We reserve the right to change these bubble arrangements if the numbers of children confirmed to attend change. In this situation, we will endeavour to make any necessary changes to come into force on a Monday following a 2 day weekend and endeavour to inform parents in advance.
- The school kitchen will continue to run through lockdown providing hot meals each day. The menu will not be published or guaranteed as there may be issues with food supplies, but a vegetarian option will be available each day. Linzi will be on site every day – she knows the children well and will endeavour to cater to their tastes as well as providing nutritionally balanced meals. The children will choose their meal in the morning, just as they did through the autumn term. Children in Reception, Year 1 and Year 2 will continue to access universal infant free school meals. Parents will need to pay for the meals of children in Key Stage 2 as usual, unless they are in receipt of Free School Meals. Children can have their own packed lunch if parents choose to provide this.
- If a child becomes ill at school we will follow the same protocols as have been in place throughout the autumn term and ask parents to arrange for their child to be collected as soon as possible from school. If the child has any of the [symptoms listed by the World Health Organisation](#) for Covid-19 we will ask the parent to arrange a test and for their household to self-isolate. We are using the same list of symptoms for staff.

- If a positive test result is returned for any child or member of staff working within any one of the 3 bubbles that bubble will close and the children will need to self-isolate. If they subsequently get symptoms they will need to be tested and their household will need to self-isolate.
- We have asked parents to let us know if their child, or anyone in their household, gets any of the symptoms listed when they are not in school using the CovidComms@houghton.combs.sch.uk email address.
- If a child is unable to attend due to illness or other reasons, parents inform us in the usual way. Attendance will be monitored and we will follow up all absences.
- We reserve the right to add additional clauses or changes to this provision as the situation may change at short notice. We will always endeavour to give parents as much notice of any changes should they arise.
- This provision may be different to that offered by other schools, but is planned in accordance with the staff we have available to facilitate and administrate in school during this lockdown together with the government's directive about continuity in learning provision.
- This provision is not negotiable.

The school will operate as follows in order to meet government guidance outlined in [Restricting Attendance During the National Lockdown: Schools – Guidance for all schools in England January 2021](#) which was published on 8th January 2021.

PREVENTION OF POSSIBLE INFECTION AND TRANSMISSION

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

We have informed all staff and parents that;

- If children, staff or other adults who are involved in school/family have COVID-19 symptoms or have tested positive for COVID-19 they, **and the other members of their household**, must isolate and NOT come into school for at least 10 days.
- If a child, member of staff or anyone in school becomes unwell with any of the COVID-19 [symptoms listed by the World Health Organisation](#) they will be sent home to isolate for at least 10 days and be told to [arrange a PCR test for COVID-19](#). Everyone in their household must isolate too.
- **Everyone in their household (including any siblings) must isolate for at least 10 days from the day that the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or a PCR test), and the next full 10 days.**
- If the test is negative, the person can stop isolating and return to school on the next school day, if they are well enough to do so. If they have symptoms of another illness, they should stay off school until they are well enough to return.
- Their household can stop isolating if the test is negative, unless they get symptoms – in which case they must [arrange a PCR test for COVID-19](#) and all in the household must isolate.
- If someone has symptoms in school and needs to wait to be collected they will isolate in the Meeting Room or in the Staff Kitchen. The doors will be closed, windows (French windows) will be opened. If they need the bathroom while they wait they will use the disabled facilities, which will be cleaned and disinfected before

being used by anyone else. The room where they are isolated before collection will be cleaned thoroughly in accordance with [government guidance](#).

- If someone with symptoms needs to be supervised while they are in isolation in school waiting to be collected the person supervising will wear Personal Protective Equipment (PPE) which has been supplied by the Local Authority and in accordance with [government guidance](#). This PPE is available from the school business manager and is stored in her office.
- Everyone who has been in contact with someone who has been unwell in school must wash their hands thoroughly for 20 seconds with soap and running water or hand sanitiser.
- Anyone who has looked after someone unwell with COVID-19 symptoms does not need to go home to isolate unless:
 - The symptomatic person subsequently tests positive.
 - They develop symptoms themselves – in which case they should book a PCR test.
 - They are requested to do so by NHS Track and Trace or the Public Health England (PHE) advice service.

Rapid Testing

- From 23.01.2021 All staff have access to twice weekly Lateral Flow Device testing which they can carry out at home.
- Those who opt to test (it is not compulsory) must test in the evening, reporting results to the school by 6pm and the NHS within 24 hours of testing.
- LFD testing is for staff who have no symptoms. If they have symptoms they will [arrange a PCR test for COVID-19](#).
- Anyone who tests positive on the LFD test must [arrange a PCR test for COVID-19](#) to confirm their positive result.
- If anyone tests positive on an LFD test, the school will take action to reduce possible transmission by informing close contacts in school and closing bubbles as necessary, and ask those at risk to isolate with immediate effect.
- If the PCR test subsequently indicates a negative result, the school will inform those isolating so that their isolation can stop (if they don't have symptoms).

2. Use of face coverings in schools

During this national Lockdown situation we have asked all staff and visitors to the school to wear face coverings **at all times they are on the school site**.

Staff have been provided with ['how to' guidance](#) for the safe wearing of face coverings which includes;

- Cleaning hands before and after putting their face covering on and taking it off.
- Storing face masks safely in individual, sealable plastic bags between use.
- Removing face coverings if they become damp and replacing them with a fresh one.
- Placing used disposable face coverings in the pedal bins to be safely disposed of.

Staff are providing their own face masks, but the school has a supply of disposable face masks for anyone available from the shelf in the disabled toilet facility.

Staff have all been provided with a plastic visor to wear over their own face masks. Visors should be cleaned at least once a day using hand sanitiser to wipe them down on the inside and outside with disposable tissues.

All visitors must wear a face covering on site. We have requested that parents/carers wear face coverings on the 'school run' but are unable to make this compulsory because it has not been made law for people to wear face coverings in public spaces.

If anyone is [exempt](#) from using a face covering we will ensure that they are aware of all other safety measures in place.

Children are not required to wear face coverings in primary school. If parents request that their child wears a face covering in school we will liaise with them about this and how to teach their child to wear their face covering safely.

3. Clean hands thoroughly more often than usual

We have not made any changes to the rigorous hand cleaning practice which has been in place in our school since March 2020 as the new guidance doesn't require any changes.

Every space in school has either a sink with liquid soap and/or hand sanitiser supplies. All sinks have disposable paper towels nearby to pat hands dry.

Everyone washes their hands for 20 seconds under running water or uses hand sanitiser;

- When they arrive to school
- Before going on play equipment
- After break times
- After using the bathroom
- Before and after eating
- After using a tissue for sniffles, sneezing, coughs etc.
- If they change rooms (e.g. cleaning staff, staff who use another room/space for a break, etc.)
- Before and after using any shared resources/equipment
- After looking after someone who has been unwell

Children are supervised by staff to ensure that they clean their hands properly. Skin-friendly cleaning wipes are available for children who struggle.

Staff use a [short NHS film](#) regularly to remind children about how to wash their hands properly.

4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

We have not made any changes to the rigorous good respiratory hygiene practice which has been in place in our school since March 2020 as the new guidance doesn't require any changes.

We have taught all children the '[catch it, bin, kill it](#)' approach for any sniffles, sneezes, coughs etc. We use [e'Bug coronavirus website resources](#) to help us with this approach.

All classrooms and other rooms/spaces have boxes of tissues which are easily accessible.

All classrooms have a lidded pedal bin for used tissues to be placed. These have a bin liner in them which can be tied up and disposed of in normal waste. If we have a suspected case for COVID-19 this bin liner will be tied up and stored securely for 36 hours before being placed in the normal waste if soiled tissues have been placed in it.

5. Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents.

We have not made any changes to the rigorous enhance cleaning practice which has been in place in our school since March 2020 as the new guidance doesn't require any changes to our practice.

This cleaning is carried out using standard products by a dedicated member of the school cleaning team who is employed through the school day to;

- Undertake spot cleaning in all rooms and spaces used by staff and children in rotation through the day. This spot cleaning includes cleaning all frequently touched surfaces e.g. tables, chairs, door handles, drawers, push pads, etc.
- Clean all toilet facilities in rotation through the school day. Each class uses a separate toilet. Staff share toilet facilities, but clean the toilet seat and handle with detergent after every use.

The cleaner maintains social distance and does not enter classrooms or other spaces if they are occupied. Staff working in each classroom/space use a walkie talkie to inform the cleaner when their room/toilet space is clear.

Staff also have cleaning equipment and products available in each classroom/space to undertake their own spot cleaning.

The school cleaning team undertake a rigorous whole school clean every day 3.30pm – 5.30pm when the building is empty.

Cleaning staff dispose of cleaning cloths which have been used and adhere to strict practice when using mops for set spaces only.

The cleaning team inform the School Business Manager if further supplies of any cleaning product and other supplies are needed including paper towels, toilet rolls, liquid soap, hand sanitiser, detergent, cleaning cloths, mops etc.

The standard of cleaning is monitored by the School Business Manager. Any issues are followed up as soon as possible with individual cleaners or with the team.

[Public Health England \(PHE\) guidance](#) would be adhered to if additional cleaning is required following a suspected and/or positive case of COVID-19 on site.

6. Minimise contact between individuals and maintain social distancing whenever possible.

During this national lockdown and period of school 'closure' we will continue to operate following the rigorous practice we have had in place since September 2020 as follows:

Grouping children

- Children who attend school (see page 2) will be placed in class bubbles.
- Children will not be expected to keep social distance in these bubbles – being kept in a consistent group/bubble is the additional protective measure in place (in accordance with government guidance).
- Bubbles will be maintained and the staff and children who work in them will not mix with other bubbles. This will make it quicker and easier in the event of a positive case to identify those who need to isolate. We are keeping this number as small as possible, whilst meeting the government's criteria of opening to 'critical workers' who have no alternatives but to pace their children in school as well as opening to children with Education, Health and Care plans and/or who are 'vulnerable' at home for other reasons.
- Each bubble is kept apart from other bubbles and work within in set and defined physical spaces.
- The government have stated that siblings may be in different groups.
- Whilst the government guidance states that teachers and other staff can operate across different bubbles we have done everything possible to keep staffing consistent and not crossing bubbles.
- We have asked all staff to do as much as possible to keep 2m distance from children whenever possible and ALWAYS to try to keep at least 2m distance from ALL other adults, even those working in their bubble.

Measures in classrooms

- Staff should do all they can do keep children within class bubbles as separate as possible inside the school building by seating arrangements in class, including seating children side by side and not face to face or side on.
- Staff must not sit face on with children.
- Staff can move excess furniture out of classrooms if it supports children working separately.
- Where other space is available, staff should spread children out e.g. atrium space.
- Staff should take as many opportunities as possible to work outside in the fresh air.

Measures elsewhere

- Staff must not mix with staff from other bubbles. They will continue to use separate spaces in the hall for personal breaks, accessing bubble kettles. If they use shared equipment e.g. fridge, photocopier, laminator, etc., they must sanitise their hands before and after use.
- Staff must not mix with other school staff socially outside of school – even within the 'rules' of lockdown e.g. not going for a walk with another member of staff. This is to limit the possibility of transmission.

- The SENDCo has worked with children, parents and staff to ensure that children with SEND (both those with EHC plans and those on SEN Support) have settled well to the new/different arrangements in school.
- The SENDCo has also ensured that, where necessary, children with SEND who need individualised risk assessments have these in place.
- The Hunts Schools Sports Partnership (HSSP) teacher works in school one day a week across bubbles. She maintains a distance of at least 2m from the group at all times, wears a face covering and ensures that all equipment/resources is cleaned or quarantined between groups. She is included in the Rapid Testing programme for our school, testing on the evening before coming into school.
- The schools IT Support worker is working remotely to support the school. If he needs to come on to the site he is not working in class bubbles and wears a face covering at all times. He is included in the Rapid Testing programme for our school, testing before coming into school.
- All visitors and contractors are only allowed on site by appointment. They are briefed on safe working including abiding with all measures in place on site and must wear a face covering throughout their visit. A record is kept of all visitors to the site for contact tracing purposes
- Deliveries are dropped at the school office. Catering supplies are delivered to the school kitchen. Staff do not sign for goods or go closer than 2m to delivery drivers. Goods are left to quarantine for 48 hours where possible. If this is not possible e.g. food staffs, staff wash their hands thoroughly after touching items.
- If we become aware that a child attends another setting, e.g. for wraparound care, we will work with that setting to ensure that risks are minimised.
- Classroom based resources and equipment can be shared by the group of children within each bubble, but we recommend that staff keep their own pens, items etc., which only they use. Frequently used resources should be cleaned regularly and put into quarantine for 48 hours e.g. over weekends. Plastics need to be quarantined for 72 hours.
- Children in school can take reading books home but these must not be shared with siblings or with others outside of schools. Reading books which come back into school will be placed in quarantine for 48 hours.
- Children can bring a limited amount of essential items to school e.g. lunch boxes, wellies, coats, hats, etc. Shared cloakroom spaces are no longer in use. All items are stored in specific outdoor cloakroom areas for KS1 and KS2 and in the class cloakroom for Reception.
- Children must wash their hands before and after going out to play as it is difficult to clean outdoor play spaces e.g. the tree house.

7. Keeping occupied spaces well ventilated

The government have 'upgraded' the advice in this section – moving it from priority 8 to priority 7 as good ventilation is essential as a risk management measure for C19.

We have not made any changes to the rigorous practice which has been in place for ventilation in our school since September 2020 as the new guidance doesn't require changes to our practice.

The school building must be kept as well ventilated as possible. We maintain this by;

- Opening windows in all areas of the school.
- Opening and pegging back all internal doors to create a throughput of air. We are mindful of fire doors.
- Opening and pegging back all external doors to create a throughput of air. We are mindful of fire doors.

If it becomes very cold we;

- Don't open windows and external doors so fully when people are inside, but open them fully when the space is vacated e.g. during break times.
- Allow children to wear additional layers of clothing over their school uniform.
- Encourage staff to wear layers of clothing.
- Rearrange furniture if possible so people are not sitting in direct drafts.
- Heating is turned up to try to ensure that comfort levels are maintained.

8. Where necessary, wear appropriate personal protective equipment (PPE)

The government have 'downgraded' the advice in this section – moving it from priority 7 to priority 8 as good ventilation is essential as a risk management measure for C19. This does not mean that the advice in this section is not essential. It must still be followed in the situations outlined below.

We have not made any changes to the practice which has been in place for the use of PPE in our school since September 2020 as the new guidance doesn't require any changes.

PPE will be worn if a member of staff needs to look after a child who has COVID-19 symptoms and is waiting to be collected (see page 4).

We have no children with personal intimate care plans requiring the use of PPE.

Medical grade PPE supplied by the Local Authority is available from the School Business Manager and is stored in her office.

RESPONSE TO ANY INFECTION

9. Engage with NHS Test and Trace process

We have asked all members of our school community to let us know if they, or anyone in their household, get COVID-19 symptoms. At this point we check if they have [arranged a PCR test](#) and that they and everyone in their household is isolating.

If a pupil or member of staff who attend school receives a positive PCR test result:

- We have asked them to inform us immediately using the email address CovidComms@houghton.cambs.sch.uk outside of school hours or by phoning us during school hours 01480 463398

- We will ask them for the names and contact details of anyone they have been in close contact with if they have not provided them to NHS Test and Trace. Ensure these contacts are informed.
- We will tell them to isolate if they haven't already told us they are doing this.
- We will close bubbles in school which that person belongs to as they will have been in close contact with children and/or colleagues in that bubble.

We will also ask people to isolate as follows if they:

- Have been in close contact with anyone who tests positive with a PCR test (for a minimum of 10 days)
- Are in the same household with someone who develops symptoms of COVID-19 (until they know the outcome of their PCR test)
- Are required to do so because they have recently travelled from countries on a quarantine list (for a minimum of 10 days)
- Receive a positive LFD test result and tell them to isolate until they know the outcome of a follow-up PCR test. If that is positive – isolate for 10 days. If it is negative they can stop isolating.

All staff have priority access to PCR testing.

We have some PCR test kits in school to be used in exceptional circumstances when there may be barriers to someone testing elsewhere.

NEGATIVE RESULTS:

From LFD test – return to school as normal.

From a PCR test after a positive LFD test – return to school. Inform others that the test was negative and overrides the positive LFD test result. All can come out of isolation unless they have symptoms/test positive.

From PCR test – stay at home until they have recovered from the symptoms which led them to booking a PCR test. They can return to school if they have recovered.

In all cases of negative results people can return to school UNLESS they live with someone who subsequently develops symptoms and/or test positive or if NHS Test and Trace tells them to isolate.

POSITIVE RESULTS:

Isolate for at least 10 days from the onset of their symptoms. Only return to school at the end of isolation if their symptoms have gone (apart from cough and/or loss of taste/smell – because these symptoms can continue for weeks).

Other members of the household must isolate for the full 10 days from the DAY AFTER the person tested positive. If they subsequently get symptoms and test positive they must re-start their isolation period for 10 days from the date they got symptoms. If they subsequently test positive asymptotically, they must isolate for 10 days from the date of the PCR test following the LFD test.

Staff are encouraged to use the NHS OVID-19 app if they are able to. If the app is on their phone they should keep it with them at all times when they are in school, or turn it off if they leave it anywhere.

10. Manage confirmed cases of COVID-19 amongst the school community

If someone who is attending/has attended school tests positive on a PCR test we will:

- Contact the Local Authority emergency team using the email: emergencyschool.closure@cambridgeshire.gov.uk and/or using the duty phone number provided by Jonathan Lewis weekly.
- Send home/close the school to those people who have been in close contact with the person who has tested positive, advising them to isolate for 10 days from the day after they last had contact with them.
- Close contact **has been redefined (03.02.2021) and is now** defined as:
 - anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
 - anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane
- At Houghton Primary School close contact bubbles are:
 - All members of each class bubble (children and staff)
 - The school catering team
 - The office team - Headteacher, School Business Manager, School Administrator (this has changed under the new definitions of 'close contact' because the team may be within 2 metres of someone else in the team for more than 15 minutes in any one day if separate occasions are added together).
- All members of close contact bubbles would need to isolate if there is a positive case.
- If a class bubble closes due to a positive case the children will do remote learning at home as long as they are well enough to do so.
- If the office team have to isolate they will work from home if they are well enough to do so. A member of the school leadership team will come into school to work in the school office. The Safeguarding Leads will be contacted by telephone.
- Teachers would only need to isolate if they come into contact with their class bubble within 48 hours of a positive case being confirmed e.g. if a child got symptoms on Thursday and tested positive on Friday – but the teacher was already working with the bubble Friday afternoon.
- We have asked the following 'teams' to keep apart as much as possible to reduce the chances that the whole team has to isolate if one person in the team tests positive:

- The cleaning team (Caretaker, cleaners)
- We will keep in contact with all people who are isolating by email and phone calls as necessary. We will be particularly mindful of children who are within our definition of 'vulnerable'.
- Household members of people who have been sent home to isolate do not need to also isolate unless the person who is isolating subsequently develops symptoms.
- If someone who has been in close contact with someone with confirmed COVID-19 and is isolating develops symptoms but tests negatively for COVID-19 with a PCR test, they must still continue to isolate for the whole 10 day period as they could still develop COVID-19.
- We have asked our whole school community to keep in contact with us and let us know if anyone in their household tests gets symptoms of COVID-19, whether they are attending school or not.
- We will not request evidence of a negative test result or other medical evidence before admitting children or staff or welcoming them back after a period of isolation.
- We ask that parents do not send children to school who are ill and/or have symptoms of COVID-19. We will send a child with symptoms home and expect parents to support our decision making in this.
- We will use the letter proformas provided by the Local Authority to inform parents of any positive cases – informing the bubble of closure and parents of other children attending school of another bubble closure. We will not provide any personal details.

11. Contain any outbreak by following local health protection team advice

If we have two or more people isolating with symptoms and waiting for PCR test results in the same bubble at the same time or within 24 hours of each other we will take preventative action and close a bubble until we get the results back.

If we have two or more confirmed cases within 10 days or an overall rise in sickness absence where COVID-19 is suspected we will contact the Local Authority as we may have an outbreak.

In this case we may be advised to close one or more bubbles and ask people to isolate as a precautionary measure – this could be a whole Key Stage or the whole school depending on the advice we receive. In this case the local Director of Public Health may dispatch a mobile testing unit to the school and test in accordance with routine public health outbreak control practice.

OTHER ASPECTS OF SCHOOL OPERATIONS

ATTENDANCE

The school is open to children of [defined critical workers and to 'vulnerable' children](#). All other children will receive [remote education](#) at home.

[The government guidance](#) states: 'Children with at least one parent or carer who is a critical worker can go to school if required. This includes parents who may be working at home'. It also states: 'The definition of vulnerable children includes children who have a social worker, an education, health and care plan (EHC plan) or who may be vulnerable for another reason at local discretion ('otherwise vulnerable'). Schools are expected to allow and

strongly encourage vulnerable children to attend. Parents/carers of vulnerable children are strongly encouraged to take up the place.'

The DfE have asked schools not to operate on a rota basis or allow children who do not fit the criteria above to attend even if they have 'spaces'. At Houghton Primary School children are in full time and are not attending on a part-time or rota basis.

Children who are isolating should not attend school. They can access remote education at home if they are isolating but are not ill.

Clinically extremely vulnerable children are advised not to attend school.

Children in school are registered as normal on the SIMS system. Absence is followed up if they do not attend, but all absences will be authorised in this lockdown situation.

The school [reports on attendance daily to the DfE](#).

Children at home also 'register' by 9.30am each morning. This is not recorded on the SIMS system, but supports the schools' safeguarding duty to all children on roll.

Attendance codes:

Children who are not attending because they do not meet the criteria (critical worker and/or vulnerable) have their 'absence' in school recorded on SIMS using the X code – they are not attending because they are following public health advice.

The parents of 'vulnerable' children who do not attend must liaise with the school. Their absence will be recorded using the C code, unless it is for another reason e.g. I for general illness or M for medical appointment.

The X code is used for any child attending school who then has to isolate.

OPENING HOURS

The school is open 8.45am – 3.15pm.

Children attending school attend full time unless they have SEND or other needs and are on a reduced timetable in agreement with the school.

There is no wraparound care provision for before and after school because the number of parents requesting it was too low to make this provision viable.

Remote learning opens at 8.45am with registration, which ends at 9.30am. Teachers set up to 4 activities a day on Tapestry (Reception) and Google Classroom (KS1 and KS2) totalling up to 3 hours a day in EY and KS1 and 4 hours a day in KS2. Teaching is recorded enabling children/families to access it as they wish through the day. There is one 'live meeting' a week which parents can join at the end.

The school will not be open during February half term in line with guidance from the DfE

TRANSPORT

We have continued with the soft drop off with 2 gates open between 8.45am and 9.00am.

Pick up is at 3.05pm for Reception and 3.15pm for KS1 and KS2. Children are taken to the gate by staff and kept at distance from each other.

We have requested that parents/carers wear face coverings on the 'school run' but are not enforcing this as it is currently not law.

We continue to encourage local parents to walk, cycle or scoot if possible.

There is now no parking at Houghton Mill so we have asked parents to park considerately elsewhere in the village where it is legal to do so.

Staffing

SCHOOL WORKFORCE

Under national lockdown the expectation is that everyone should work at home where possible. The government expectation for school staff is that those not attending school will work from home where possible.

The following teams/job roles are working in school:

- Headteacher
- SENDCo
- Admin Team (School Business Manager, School Administrator)
- Caretaker
- Cleaners
- Teaching Assistants
- Lunchtime Supervisors
- School Caterers (School Cook, Catering Assistant)

The total number of staff working on site is: 25

The following teams/job roles are working mainly at home, but accessing school at least one half day a week:

- Teachers
- Inclusion Worker

The following job roles have been furloughed at this time:

- One catering assistant
- Phoenix Club Wraparound Staff

We have one lunchtime supervisor not attending school, agreed due to shielding.

Staff who are clinically extremely vulnerable (CEV)

We have no members of staff shielding due to being clinically extremely vulnerable.

Staff who are clinically vulnerable (CV)

Staff who are clinically vulnerable can continue to work in school in line with government guidance. They have been briefed on the sector-specific measures to minimise the risks of transmission. They have been asked to

ensure that they maintain social distancing at all times from children and adults of at least 2m, but where this is not possible to avoid face to face contact and minimise time spent within 1m of others.

All staff are wearing face coverings throughout the duration of working in school.

All staff have been briefed on hand washing/use of sanitiser and respiratory hygiene.

Anyone living with someone who is CV or CEV is able to come to work but should ensure that they maintain good prevention practice in the workplace and at home.

Staff who are pregnant or who may otherwise be at increased risk from COVID-19

We are not aware of any members of staff who are at increased risk from COVID-19, but have asked staff to communicate with us if their status/health changes which may mean increased risk. We will take further steps at this point as necessary.

Employer health and safety and equalities duties

We continue to carry out risk assessments in the usual way. [The full risk assessment](#) for COVID-19 operations during lockdown is published on the school website.

We follow the [Health and Safety Executive published guidance for administering first aid](#) during this pandemic. Treating any casualty is the first concern, but where it has to be done at close proximity staff will be wearing face coverings, including a visor, and will pay particular attention to sanitation measures immediately afterwards including washing hands thoroughly.

We continue to meet our equalities duties as published.

Supporting Staff

Our school governors and leadership team have regard to all staff work-life balance and wellbeing. The headteacher has set out firm protocols for staff working in school and/or at home to try to support them in finding balance.

There are a number of mechanisms set up for staff to be able to communicate with each other, both individually and as various groups. We endeavour to check in with all individuals to ask how they are and to provide support and advice where needed.

We have provided staff with details for external support/advice if they wish to seek it.

Staff Deployment

In order to provide high quality remote learning for children at home, which is also accessed by the children in school we have asked;

- teachers to work away from the classroom (at home or at school) to plan and provide remote learning.
- teaching assistants to work in each classroom with the children in school, using the remote learning package provided by teachers with the children in class.

We are mindful of the pressures on both teachers and teaching assistants in this situation. Teaching Assistants are working in 2/3's in each classroom with the children all day. They cover each other's breaks. They are not required to plan the work the children are doing, but do provide feedback. The teacher is checking in with them daily. Where possible teaching assistants are working in small groups within the classroom, or 1 to 1 with some children.

Recruitment

We currently have one vacancy for a teaching assistant. Recruitment for this post will take place after half term.

We also have a vacancy for a clerk to our governing body. This post has been advertised and will be conducted remotely.

Performance Management

We continue to manage the performance of all staff, following the advice of the DfE to be pragmatic and adapt the process and arrangements for appraisal in these challenging circumstances.

Other Support

We currently have no volunteers working in the school. If this were to change we would ensure that they had a full induction in accordance with 'Keeping children safe in education', would not work unsupervised and would be informed of all the control measures in place for safe operation during the pandemic.

Other practical considerations

School Funding

The school claimed for specific additional costs incurred between March 2020 and July 2020 in line with government restrictions in May 2020 and again in November 2020.

The costs of managing and operating the school during this lockdown are significant in terms of additional staffing costs. All Teaching Assistants are now working full time (32.5 hours a week) which amounts to an additional 110 hours a week. We are also employing one member of the cleaning team for an additional 5 hours a day.

6 members of staff have been furloughed (Phoenix Club staff as the club is closed and 1 member of the school catering team). These posts have been flexibly furloughed as these jobs are funded by private income and not through school funding.

Costs associated with the measures in place to keep the school as safe as possible continue to rise (soap, paper towels, tissues, detergents, cleaning equipment etc.). We seek the best possible deals.

Utilities costs will be higher this year as we are heating the school with windows and doors open.

Safeguarding

All staff had refresher training for child protection and safeguarding in the autumn term 2020.

The Safeguarding and Child Protection Policy has been updated in accordance with Local Authority advice.

Children at home are registering daily by 9.30am. Non-engagement is followed up on the same day.

The Inclusion Worker is telephoning all families at home to check in and providing help, support and advice as necessary.

The headteacher (Designated Safeguarding Lead) is on site during school hours. The other DSLs are working off site but are available by telephone contact.

The headteacher is keeping parents and the wider community informed about online safety and how to refer if anyone has a safeguarding concern.

Catering and Free School Meals

Our school kitchen continues to operate providing hot meals for children and staff on site. Menus have not been published as they are being adapted in accordance with available supplies, but meals continue to conform to food standards.

Families of children who are entitled to means-assessed free school meals have been supported as follows:

- £15 per pupil, per week national voucher (applied for and managed via the school)
- Referral to Diamond Hampers for delivery of weekly food parcels (for whole family)
- 'Essentials' parcels collated by the school for household goods, cleaning products, personal hygiene products, etc.

Families of children who have means-assessed free school meals can contact the Local Authority during half term to access help through the Covid Winter Grant Scheme.

Estate

Fire safety management continues to be in place. The fire alarm system continues to be tested weekly and all fire systems/equipment continue to be serviced.

The termly fire drill continues to be planned and executed.

Water safety checks continue to be carried out by an external company.

Educational Visits

No educational visits, trips, village walks and/or visitors are taking place during national Lockdown.

School Uniform

Children attending school during the national lockdown continue to wear the revised uniform as follows:

- White or red polo shirt
- Red sweatshirt, jumper, cardigan or fleece
- Black or navy leggings or joggers
- Trainers

All parents have been advised to provide additional layers of clothing as the school is operating with natural ventilation from opened windows and external doors. We have asked parents to provide wellies in order that children can access the school field on wet days.

Wraparound and Extra-Curricular Provision

Parents of children attending school during the national lockdown were asked if they required wraparound childcare from the Phoenix Club. The numbers responding yes were too small to enable this provision to operate

safely and viably (financially). The club was therefore closed on 8th January 2021 (not having opened after Christmas) and staff were furloughed. This future of this provision is under review due to the financial losses incurred since March 2020.

There are no extra-curricular clubs being provided at this time.

Music, Dance and Drama

The Arts Curriculum continues with teachers planning with children at home in mind.

In school, staff continue to follow covid-safe working practice in terms of singing and sharing musical instruments.

There are no performances scheduled at this time.

There are no peripatetic music teachers accessing the school at this time.

Physical Activity

Our school continues to prioritise physical activity both for those children at home and in school. One physical activity a day is planned by the teachers for all children to engage in.

Children in school continue to take part in PE and sport as part of the planned curriculum. This is undertaken in accordance with covid-safe guidance for physical activity.

Remote Education

The school is fulfilling its duty to provide remote education for all children at home (who are not unwell). Details of our provision can be accessed in the following documents:

- [Remote Learning Protocol](#)
- [Remote Learning Protocol during National Lockdown](#)
- [Parent and Pupil Acceptable Use Protocol for Google Meet](#)

We use the digital platforms Tapestry for Reception children and Google Classroom for children in Key Stages 1 and 2.

We have supplied refurbished PCs and iPads to families, given families details to apply for full grant funding to purchase chrome books through the village community fund and have claimed the allocation of 6 chrome books from the government.

All children working at home are accessing remote learning. We have 100% engagement.

Special Educational Needs

Our SENDCo is working closely with the parents of children with Education, Health and Care plans and with children on SEN Support. She communicates with them regularly.

70% of our children with EHC plans are attending school. Differentiate packages for remote learning are being provided for the 30% at home. We are endeavouring to put in place the provision on each child's EHC plan as far as possible in these circumstances with available staff.

Vulnerable Children

Children who are identified as being 'vulnerable' have all been offered a place in school. 80% have taken up the offer.

The remaining 14% are accessing learning remotely from home. Their engagement is being monitored by class teacher daily and they are following up if the child does not engage.

The school inclusion worker is in contact with their parents at least twice a week.

Catch-up

The school's [Catch Up Premium Plan](#) has been published on the school website.

We continue to provide the aspects of the plan which are feasible during school closure.

Pupil Wellbeing and Support

The impact of school closure and national lockdown on children and their families is not being under-estimated. The most significant impact is on children's social interaction and engagement with other children.

We are working with the Mental Health Support Team and other local services.

We are using and referring our community to the following resources:

- [Wellbeing for Education Return programme](#)
- [Supporting children and young people's mental health and wellbeing](#)
- [Every Mind Matters](#)
- [MindEd learning platform for professionals](#)
- [COVID-19 staff resilience hub](#)
- [Teaching about mental wellbeing](#)

Assessment and Accountability

Inspection

Houghton Primary School was inspected by OfSTED in November 2017 and grade GOOD.

OfSTED have currently suspended graded inspections until the summer term 2021. They are carrying out monitoring visits in school most in need of support – inadequate schools and some schools that require improvement.

OfSTED will inspect schools in response to significant concerns, including those relating to safeguarding and remote education.

Primary Assessment

The following statutory assessments have been cancelled by the government:

- EYFS Profile
- Year 1 Phonics check
- KS1 SATS and teacher assessment
- Y4 Times Table check
- KS2 SATS and teacher assessment

We will use NFER assessment materials for reading and maths with all KS1 and 2 children on their return.