

## Colmers School COVID Controls and Contingency Plan 2021

### **Context**

This plan sets out the key measures in place to manage COVID controls from September 2021.

The measures are based on current DFE Guidance as at August 2021, which sets out the Step 4 approach: [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance), and the Contingency Framework which offers guidance for managing outbreaks: [Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/guidance/contingency-framework-education-and-childcare-settings).

*“Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.*

*Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.”*

### **Overview:**

Section A sets out our stepped approach to COVID control measures to be implemented based on weekly risk assessments.

Section B sets out the approach to educational continuity in the event staffing levels fall below the level required to safely operate with all students in school.

Section C summarises key information from the two key DFE Guidance documents.

## A: Colmers COVID-19 Control Measures – Step Up / Step Down Plan

### Decision Making:

The Headteacher in consultation with the Chair of Governors, will take decisions on a weekly basis regarding the stepping up or down of COVID control measures. Public Health will be consulted in the event of an outbreak, defined as:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;
- or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Changes will be communicated to staff, students, parents, carers as follows:

Staff	All Staff e-mail & Daily Bulletin
Students	Form Tutor updates, social media and e-mail
Parents and Carers	School website, social media, parentmail (text and/or email)

<b>Baseline Control Measures</b>	Type of Control Measure	Actions <b>Required – Bold</b> <i>Recommended - Italic</i>	Person / people responsible
These control measures will be maintained as a baseline during the Pandemic	Hygiene	<b>Sanitiser and wipes in all classrooms</b> <b>Tissues, bins with lids, Catch it, Kill it, Bin it notices in all classrooms</b>	BBL
	Cleaning	<b>Enhanced cleaning regime: twice daily for all touch points and toilets</b>	BBL
	Ventilation	<b>Classroom doors and 2 windows open in all classrooms and/or mechanical ventilation active.</b>	Class teachers
	Testing, self-isolation and managing confirmed cases of COVID-19	<b>Asymptomatic testing on site for all students (2 tests) before term starts</b> <b>Twice weekly testing for all staff and students (to be reviewed at end of September)</b> <b>COVID-area for symptomatic students to wait, with PPE provided for staff supervising</b>	BCA
	Face Coverings	<i>Staff wear face coverings in corridors</i> <i>Students wear face coverings in corridors</i> <i>Staff wear face coverings when circulating in lessons &amp; when at less than 2m in communal areas</i>	All staff Students
	Social Distancing	<b>2m between teachers' desk and student desks*</b> <b>Marking to indicate 2m from front desks (safety zone)*</b> <i>2m distance in communal offices</i> <i>Maintain 1m+ distance from colleagues</i>  <i>*Staff are not required to teach in the safety zone but may choose to do so, however all staff are expected to circulate the classroom even if only briefly</i>	BBL  All staff



Enhanced Measures	Type of Control Measure	Step Up Options
<p>These additional control measures will be considered as part of our weekly risk assessment</p>	<p>Testing, self-isolation and managing confirmed cases of COVID-19</p>	<p>Daily on-site testing for contacts of positive cases</p>
	<p>Face Coverings</p>	<p>Staff wear face coverings in corridors</p> <p>Students wear face coverings in corridors</p> <p>Staff wear face coverings when circulating in lessons</p> <p>Staff wear face coverings in all communal areas and meetings</p> <p>Students wear face coverings in lessons</p>
	<p>Social Distancing</p>	<p>Re-introduction of split break and separate external areas for each year group for break and dinner.</p> <p>1m+ distance in staff workspaces and all staff meetings less than 15 minutes; 2m+ distance for more than 15 mins.</p> <p>Students do not change in school for PE but wear PE kit on PE days</p> <p>No face to face contact within 1m</p> <p>Teaching within the safety zone</p> <p>Desks facing forwards</p> <p>Virtual whole staff briefings / meetings</p> <p>Virtual team meetings</p> <p>Virtual meetings with parents and visitors</p> <p>Virtual parent/carer evenings, open evening, presentation evening</p> <p>Staggered end to day</p> <p>Limits to visitors on site</p>

**Additional measures for vulnerable staff and those wishing to maintain 2m+ distance:**

All meetings and lessons will provide the opportunity for 2m+ distance for those wishing to observe this strictly; this should be accompanied by an individual staff risk assessment. Circulating the classroom is an integral part of teaching and it is recognised that for staff who are particularly concerned to maintain distance, circulating will remain brief with limited close interactions, still allowing for evaluation of students work and feedback to individuals / the whole class.

The majority of staff have their own classrooms which can be used during break and lunch. In the event that room is timetabled for another group during non-contact time, staff will be able to work in free classrooms and a list of these will be provided on the Staff Portal.

Staff will be offered the option of wearing a 2m+ distance badge which indicates to colleagues and students that they wish to maintain a 2m+ distance and signals a preference for mask wearing during social contact. All staff are expected to be respectful towards those wishing to maintain strict social distancing.

## **B: Colmers COVID-19 Education Continuity Plan**

Every effort will be made to continue educating all students on site. However, we recognise that education may be interrupted during the pandemic due to either of the following scenarios:

- i) An outbreak leads to public health advice that school should be closed to one or more groups of students\*.
- ii) Staffing levels fall below those needed to operate the school safely.

In the event that one or more groups of students are required to work from home, the decision will be taken and communicated to staff, students, parents/carers with as much notice as possible, ideally a minimum of 24 hours in advance but by no later than 8a.m. of any school day.

Every effort will be made to secure supply cover for staff who are absent either due to sickness or due to self-isolation requirements. However, given the risk of an outbreak, it is necessary to make contingency plans for scenarios where staffing levels are insufficient to operate safely.

\*Groups of students will be identified as follows:

Year 7 & Year 8 – Half Year Groups

Years 9 – 13 – Whole Year Groups

In the event of insufficient staff to operate the school timetable, groups required to work from home will be rotated on a weekly basis in the following order:

Year 8 Band A

Year 8 Band B

Year 9

Year 7 Band A

Year 7 Band B

Year 10

Year 11 will only be required to work from home as a last resort in the event there is a full school closure or a public health requirement specific to the year group.

In any partial closure the following measures will be taken to ensure safeguarding of vulnerable students and education continuity for all:

- i) Vulnerable students will be educated on site (subject to Public Health agreement in the event of an outbreak)
- ii) Remote learning arrangements will be put in place for classes not in school, in line with our Remote Learning Plan



**Safe Staffing Levels:**

Full Operation	We anticipate being able to operate the full school timetable and school day with up to 7 teaching staff and up to 6 associate staff absent, subject to sufficient capacity within specific roles
Operating with a half year group out of school	This will allow for up to 4 teaching staff to be re-timetabled for the duration of the remote learning arrangement
Operating with a full year group out of school	This will allow for up to 9 teaching staff to be re-timetabled for the duration of the remote learning arrangement
Operating with two full year groups out of school	This will allow for up to 18 teaching staff to be re-timetabled for the duration of the remote learning arrangement

## Section C: Key Information from Government Guidance

Full guidance can be found here:

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk),

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](https://publishing.service.gov.uk).

### Mixing & Bubbles

It is no longer recommended to keep children in consistent groups (“bubbles”). Assemblies can resume and we no longer need to avoid students mixing at break or lunch.

Measures to reduce mixing should be considered within our contingency plan.

### Tracing close contacts and isolation

School no longer carries out contact tracing, this is to be undertaken by NHS Test and Trace,

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

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

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#).

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

In the event of a local outbreak, the school will work with public health to implement additional control measures.

### Face coverings

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

Face coverings should be worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

## Control Measures Required

### 1. Ensure good hygiene for everyone

The main emphasis is on hand hygiene (soap and water or hand sanitiser) and respiratory hygiene – catch it, kill it, bin it.

### 2. Maintain appropriate cleaning regimes

Continued enhance cleaning regime with a particular focus on frequently touched surfaces

### 3. Keep occupied spaces well ventilated

Major emphasis on ensuring all spaces are adequately ventilated.

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

When an individual develops COVID-19 symptoms or has a positive test

Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone school develops [COVID-19 symptoms](#), however mild, they must go home and they should follow public health advice. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary.

The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

#### Asymptomatic testing

Testing remains important. All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

#### Confirmatory PCR tests

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

### **Remote education**

We are required by law to support students to learn from home if they are well enough to do so, for example if self-isolating without symptoms. The remote education provided must be equivalent in length to the core teaching pupils would receive in school. We must put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.

### **School meals**

We must provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time.

### **Educational visits and Extra-curricular activity**

Visits and extra-curricular activity can go ahead: risk assessments are required and must ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.

### **Inspection**

For state-funded schools, it is intended that Ofsted will return to a full programme of routine inspections from September 2021 and will aim to inspect every state-funded school within the next 5 academic years.