



Protocols and Procedures revised for November 2020 restrictions

Member of Leadership Team with Responsibility for Update of Policy	Business Manager
Headteacher	Jules Taylor
Date	November 2020
Policy Review Cycle	Half termly
Date for Policy Review	December 2020

Rationale

Following the Government guidance for full opening, this document outlines the revised protocols and procedures required in order for a safe re-opening of Woodlands school, and the measures we have taken to be 'Covid secure'

Pupil numbers

Places will be offered full time to all our pupils – those that were risk assessed as unable to attend the school site during the summer term will be re-introduced into school following a phased plan. Blended learning will continue to be offered to these pupils during transition.

Alternative Provision:

Year 11 currently in Hive group will continue

Year 10 pupils identified as requiring Hive provision will be examined on an individual basis.

Hive teachers will deliver one to one sessions either on site, virtually or in alternative settings

PPE

PPE will be made available for all staff. There is no expectation as to the wearing or non-wearing of PPE at all times (except for administration of first aid and other close contact with others). This decision is at the discretion of individuals, with the exception of areas where social distancing is difficult, for example the Mac suite, corridors.

Masks must be worn when collecting lunch in the dining hall.

Handwashing

Pupils should be supervised to ensure the following routines are maintained;

- Hands to be sanitised on arrival to school.
- Hands to be sanitised after sneezing or coughing
- Hands to be washed and/or sanitised before and after handling or eating food
- After going to the toilet

Pupils should also be reminded to avoid touching their face.

Building Organisation

All doors will be propped open to remove the need for door handles to be touched. If pupils decide to leave the building, they should be accompanied by a member of staff. Pupils should exit into the 'quad' area outside the pastoral office where they can be supervised from a distance should 'cooling off' be required.

Neighbouring community (Wem)

It is essential that every care is taken to safeguard the community around the school, especially our immediate neighbours which is a community of residential properties and small businesses.

We know that on occasion, our pupils will attempt to and will access neighbouring properties. Should this occur a meeting with parents will take place to discuss the incident. Home learning will be considered for pupils who abscond from the school site.

Pupils should be closely supervised by a member of staff at all times.
Pupils needing some cooling off time outside should be directed to outside DT and outside the pastoral office.

Neighbours to be provided with contact phone number, email addresses etc so that regular contact can be maintained if necessary

Classroom Organisation

Wem

The maximum number of pupils in a class will be 8. Pupils will be taught in year groups with two members of staff allocated to each classroom. Classroom furniture will be arranged to allow for social distancing, with all pupils facing forwards. All soft furnishings will be removed from classrooms and meeting rooms. Windows should be opened wherever possible to assist with ventilation

Hand sanitiser, disinfectant spray, gloves and boxes of tissues will be provided in every classroom.

Try to prevent the sharing of stationery and equipment where possible. Pupils will be issued with a pencil case of essential items.

Two bins will be provided in each room – one for 'normal' waste and one for 'Covid waste' (tissues etc)

Classroom doors will be wedged open at all times.

Can we please ask that surfaces are kept as free as possible – this will assist in the cleaning routine

Oswestry

Teaching of the morning lessons will take place as two groups with a maximum of 9 in the large classroom and a maximum of 6 in the small classroom.

The OPA will be used for breakfast, break and lunchtime. In the afternoon the OPA may be used as a whole school teaching area i.e. 11 pupils and 3 staff

All soft furnishings have been removed from use. Windows should be opened wherever possible to assist with ventilation.

Hand sanitiser, disinfectant spray, gloves and boxes of tissues will be provided in every classroom.

Try to prevent the sharing of stationery and equipment where possible.

Two bins will be provided in each room – one for 'normal' waste and one for 'Covid waste' (tissues etc)

Surfaces should be kept as clear as possible with equipment tidied away at the end of each day.

Bishop's Castle

Both classrooms will be used for lessons. Each pupil has a desk assigned to them. Pupils will still be required to follow the walkway around the classroom (by the drawers and along the front past the interactive whiteboard) in order to minimise contact with others. Arrows have been put on the floor and walls to signify this walkway.

In the afternoons, all children will be taught together in the large classroom.

All soft furnishings have been removed from the building. Windows should be opened wherever possible to assist with ventilation. Hand sanitiser, disinfectant spray, gloves and boxes of tissues will be provided in every classroom.

Try to prevent the sharing of stationery and equipment where possible.

Two bins will be provided in each room – one for 'normal' waste and one for 'Covid waste' (tissues etc)

Surfaces should be kept as clear as possible with equipment tidied away at the end of each day.

'Mac' Suite/IT Suite

Wem

The pupil desks in the Mac Suite are 1.5 metres apart, allowing for 6 pupils to be accommodated. Keyboards and desks should be wiped at the end of each lesson. Masks should be worn in the Mac suite.

Oswestry

Six pupils at a time can use the IT suite with the usual supervision. Staff will need to sanitise the keyboards after use.

Bishop's Castle

All six computers will be in use with the usual supervision. Staff will need to sanitise the keyboards and mouse before and after use.

The IT suite (smaller classroom) is also being used as our medical room for children displaying COVID-19 symptoms. If a child displays symptoms then all computers will be out of use immediately and will remain out of use until the whole room has been sanitised.

Music Therapist

The music therapist will continue to be in school one day per week (Wednesday). Therapy sessions will take place in the Mac suite.

Hand sanitiser, gloves, tissues and surface cleaner will be available in the mac suite and surfaces should be sanitised between sessions. Masks will be made available should the therapist choose to wear them.

Pupils will be collected by Guy from lessons and taken to the Mac suite.

All musical instruments are stored within the Mac suite and these should be sanitised between sessions using materials provided.

NB – The music therapist is not working in school in the Autumn term.

Attendance

Wem

Attendance will need to be recorded in the usual way. Daily registers will be produced and made available at the start of each day. These should be completed as pupils arrive and left outside the office door once completed together with dinner numbers for the day. The mobile phone box should be placed in the Business Manager's office once all the pupils have arrived.

Weekly attendance data will be shared with the Local Authority Education Access Team and the SEND team.

Oswestry and Bishop's Castle

Attendance will be recorded in the usual way. This will be shared via telephone call or email with a member of the office team where needed.

Morning Arrival

Wem

On arrival in the morning, current procedures will remain in place, and the following protocols will be followed;

- Pupils will remain in their taxis until called by staff.
- Taxis will be greeted by staff outside, and students will disembark, one taxi at a time.
- No more than two pupils to be in the vestibule in the pupil entrance at any one time.
- Pupils enter the vestibule wearing their masks.
- Pupils' temperature will be taken. If a temperature of 37.8 or higher is recorded, pupils should be escorted to the isolation room (Ed psychs room) and parents contacted to collect them.
- Pupils will be asked to place their mobile phones and masks in their individual plastic wallet, and place the wallet in the 'phone box'.
- Both entrance doors will be pinned open to remove the need for door handles to be used.
- Pupils should use the hand sanitiser in the entrance lobby.

Tutor Groups

To maintain bubbling, pupils will be allocated to Year group tutor groups. Tutor group rooms will be as follows;

CG1 – Key Stage 3 Group A

CG2 – Key Stage 3 Group B

CG3 – Year 10

CG4 – Year 11

Oswestry

On arrival in the morning, current procedures will remain in place, and the following protocols will be followed;

- Taxis will be greeted by a member of staff at the entrance.
- Pupils' temperature will be taken. If a temperature of 37.8 or higher is recorded, pupils should be escorted to the isolation room (small classroom) and parents contacted to collect them.
- Pupils will be asked to place their mobile phones in a plastic bag and passed to staff for them to put into the safe.
- The entrance door will be pinned open to remove the need for door handles to be used.
- Pupils will be directed to wash their hands.
- Pupils will proceed to the OPA after washing their hands and walk through to their place.
- Once a pupil has gone into the OPA, staff will then proceed to the next pupil.

Bishop's Castle

On arrival in the morning, current procedures will remain in place, and the following protocols will be followed;

- Taxis will be greeted by a member of staff at the entrance.

- Pupils' temperature will be taken. If a temperature of 37.8 or higher is recorded, pupils should be escorted to the isolation room (small classroom) and parents contacted to collect them.
- Pupils will be asked to place their mobile phones in a plastic bag and passed to staff for them to put into the safe.
- The entrance door will be pinned open to remove the need for door handles to be used.
- Pupils will be directed to wash their hands.
- Pupils will proceed to the large classroom after washing their hands and walk through to their place.
- Once a pupil has gone into the large classroom, staff will then proceed to the next pupil.

Breakfast Club

Wem

Breakfast will be available. The toast trolley is situated in the Pastoral Office and pupils can access toast from there throughout the day.

Oswestry

Breakfast will be available as usual. Orders for food will be taken from pupils and left on their table opposite to where they are sitting. Disposable plates and cups will be used, and these will be placed into the bin by the pupils. As usual staff will indicate to each pupil when this can happen. Once they have done this the pupil should be directed to the toilet room to wash their hands.

Bishop's Castle

Breakfast will be available as usual. Orders for food will be taken from pupils and left on top of the drawers at the side of the room. Pupils will then walk, following the arrows, to the drawers, retrieve their breakfast and sit back at their desk. Disposable plates and cups will be used, and these will be placed into the bin by the pupils. As usual staff will indicate to each pupil when this can happen. Once they have done this the pupil should be directed to the toilet room to wash their hands.

Practical Lessons

If more practical 'hands on' activities are planned – for example a science experiment – staff may want pupils to work closer than 2 metres. In this instance, masks should be worn by all involved, with careful supervision of pupils to ensure they put on and remove masks in the correct way.

Lesson Change

When the bell signals the end of a lesson, pupils should move to their next lesson. Everyone should walk on the left-hand side of the corridor to maintain social distancing. All internal doors will be propped open, thus eliminating the need for doors to be wiped down, but staff should wipe down tables between lessons.

Hand sanitiser will be available in every classroom and everyone is encouraged to use it at the start and end of each lesson.

Library/Books

Wem

With the exception of their reading books, if pupils handle shared books during the day, then they should be placed in the box provided after use. Books in this box will be sanitised before being returned to classrooms.

When pupils finish a reading book, they should be placed in the box for sanitisation before being returned to the library.

The library is available only to one pupil at a time with adult supervision in order to select a new reading book

Oswestry

In the short-term passages from books will be read as a group using photocopied sheets as necessary. This is because it will not be possible to hear readers due to social distancing rules.

Pupils may read to themselves on an individual basis. If they finish a book this should be left for staff to sanitise prior to it being returned to the shelves 24 hours later. New books will need to be chosen from a selection which will all need to be sanitised prior to returning them to the shelves 24 hours later.

It will not be possible for quizzes for Accelerated reading to be completed on iPad.

Bishop's Castle

In the short-term passages from books will be read to the group. This is because it will not be possible to hear readers due to social distancing rules, it will also help to continually develop their love of reading.

Pupils may read to themselves on an individual basis. If they finish a book this should be left in the basket for staff to sanitise prior to it being returned to the shelves 24 hours later. New books will need to be chosen from a selection which will all need to be sanitised prior to returning them to the shelves 24 hours later.

It will not be possible for quizzes for Accelerated reading to be completed on iPad, unless staff have access to suitable anti-bacterial wipes.

Morning Break

Wem

During morning break, squash and toast will be available as usual. Pupils will be encouraged to go outside at breaktime.

Oswestry and Bishop's Castle

For morning break time activities will be provided on the tables for pupils to complete. Pupils will be offered the opportunity to go outside if the weather permits with appropriate levels of staff supervision. If pupils choose to go outside they will wash their hands before and on return from outside.

Toilets

Only one person should be allowed in the toilets at any one time. Pupils should be reminded of handwashing routines. Toilet door handles should be regularly wiped with disinfectant. Hand dryers have been disconnected – paper towels will be supplied instead.

Lunch

Wem

Lunches will be eaten in tutor group rooms. At the start of lunch, staff need to collect jugs of juice, cups and cutlery from kitchen staff. Tutor groups will be called one at a time and pupils will go down to the dining hall, collect their lunch and return to the classroom to eat it. Masks should be worn by everyone whilst lunches are being collected.

Lunches will be served by the kitchen staff. Self-service items such as salad bar will not be available. Limited salad items will be available

Yogurt and fruit will be available and will be spaced out to minimise contact.

One member of staff from the tutor group should return plates and cutlery to the trolley in the dining room.

Staff will wear gloves when handling and washing up plates and cutlery.

Rota for lunches

	Monday	Tuesday	Wednesday	Thursday	Friday
KS3 Group A	1st	4th	3 rd	2 nd	Tutor groups will be called in order of points – highest first
KS3 Group B	2 nd	1 st	4 th	3 rd	
Year 10	3 rd	2 nd	1 st	4 th	
Year 11	4th	3rd	2 nd	1st	

Oswestry

All pupils will be sent to wash their hands separately prior to lunch. Those who have brought packed lunches will be directed to pick them up from the cloakroom area as usual.

Hot lunches will be collected as previously from Holy Trinity. Pupils will sit in their places to eat lunch. Pupils will be directed by staff to dispose of unwanted food and disposable tableware in the bin. Pupils will then be directed to wash their hands prior to returning to their table. Activities will be provided to complete prior to the afternoon lessons taking place.

Bishop's Castle

All pupils will be sent to wash their hands separately prior to lunch. Those who have brought packed lunches will be directed to pick them up from the cloakroom area as usual. Pupils will sit in their places to eat lunch.

Lunches provided by the Community College will be delivered to the building. Disposable plates and cups will be used for provided lunches. Pupils will be directed by staff to dispose of unwanted food. Pupils will then be directed to wash their hands prior to returning to their table. Activities will be provided to complete prior to the afternoon lessons taking place.

Afternoon routine

Wem

Pupils will return to tutor rooms for the last ten minutes of each day. Taxis will be called as they are now by walkie talkie and pupils will be dismissed one at a time.

Oswestry

At the end of the day, pupils will remain in the OPA. Drivers will be greeted by a member of staff and pupils sent out one at a time.

Bishop's Castle

At the end of the day, pupils will remain in the large classroom. Drivers will be greeted by a member of staff and pupils sent out one at a time.

If staff or pupils become unwell

Wem

If any member of school develops Covid symptoms during the day, they should be moved to the Ed Psych's room as soon as possible, where they should remain until they are collected. The window should be opened and the pupil or staff member should be on their own in the room. Wherever possible, parents should collect pupils in this circumstance.

Oswestry

If any member of school develops Covid symptoms during the day, they should be moved to small classroom as soon as possible, where they should remain until they are collected. The window should be opened and the pupil or staff member should be on their own in the room. In the case of a pupil feeling ill the door to the small classroom should be propped open with a member of staff sitting by the door to observe the pupil and reassure them. Parents or a nominated family member, should collect pupils in this circumstance. If parents are unable to confirm they could and would collect a child if they were ill with Covid symptoms, then the pupil can't come in.

Bishop's Castle

If any member of school develops Covid symptoms during the day, they should be moved to small classroom as soon as possible, where they should remain until they are collected. The window should be opened and the pupil or staff member should be on their own in the room. In the case of a pupil feeling ill the door to the small classroom should be propped open with a member of staff sitting by the door to observe the pupil and reassure them. Parents or a nominated family member, should collect pupils in this circumstance. If parents are unable to confirm they could and would collect a child if they were ill with Covid symptoms, then the pupil can't come in.

Transportation of pupils

Wem

Should pupils need to be transported, school minibuses should be used. Pupils should be seated in bubbles. Pupils will be required to wear a face covering at all times whilst inside the minibus

Oswestry

Should pupils need to be transported, school minibuses should be used. Pupils should be seated in bubbles. Pupils will be required to wear a face covering at all times whilst inside the minibus

Bishop's Castle

No mini bus is currently available at this site.

Fire evacuation

Should emergency evacuation be necessary, a revised procedure has been issued, to allow for social distancing (where possible). (Appendix A)

First Aid/Administration of medicines

Should staff need to administer first aid, PPE should be worn. When administering medication, gloves should be worn, and medication placed in an individual pot (supplies will be placed in the medicine cupboard) and placed on a table for the pupil to pick up and take.

Use of staff room/shared spaces

Wem

Staff should take responsibility for their own mug etc. When in shared spaces such as the staff room or photocopy room, social distancing should be observed. Hand sanitiser should be used after using the photocopier/laminator etc and these should be wiped down after use. All staff should place their own mug in the dishwasher at the end of the day. The dishwasher will be set off each night.

Staff should make their own drinks – please don't make drinks for others

Oswestry

Staff should take responsibility for their own mug etc. When in shared spaces such as the office, social distancing should be observed. Hand sanitiser or handwashing should be used after using the photocopier/laminator etc and equipment should be wiped down after use.

All staff to wash their own mugs and put them away in the cupboard before leaving work in the afternoon. Please use green towels to dry mugs and plates.

Staff should make their own drinks – please don't make drinks for others

Bishop's Castle

Staff should take responsibility for their own mug etc. Only one member of staff can be in the office at any time. Hand sanitiser or handwashing should be used after using the photocopier/laminator etc and equipment should be wiped down before and after use.

All staff to wash their own mugs and put them away in the cupboard before leaving work in the afternoon. Please use green towels to dry mugs and plates. If tea towels are used for any reason, that member of staff is to take the tea towel home and wash it.

Staff should make their own drinks – please don't make drinks for others

Admin Staff/Support

Wem

Admin staff will continue to be available and work from home for some of the time. Two members of the admin team will be in the school office each day to provide admin support. In order to maintain social distancing, please do not enter the main office. Requests for information/items should be made by phone or walkie talkie. Physical items will be placed outside the office door for collection. As doors in school will be open, there is no need for keys to be issued to staff.

Oswestry and Bishop's Castle

Two members of the admin team will be in the Wem school office each day to provide admin support.

Visitors

Wem

Visitors to school should be kept to the absolute minimum. If you are expecting a visitor, office staff will phone or walkie talkie to advise of their arrival. Meetings should take place in a room where social distancing can be observed. The conference room has been set up for this purpose.

All visitors will have their temperature taken on arrival, and anyone with a temperature of 37.8 or above will not be allowed to enter. Visitors will be asked to sanitise their hands on arrival. Contact details for all visitors must be collected and recorded.

Oswestry

Visitors to school should be kept to the absolute minimum. Meetings should take place in the large classroom where social distancing can be observed. All surfaces will need to be wiped down after the meeting has taken place. Contact details for all visitors must be collected and recorded.

Bishop's Castle

Visitors to school should be kept to the absolute minimum. Meetings will have to take place in the office, so meetings can be a maximum of two people at any time. Where possible, windows should be kept open. All surfaces will need to be wiped down after the meeting has taken place. Contact details for all visitors must be collected and recorded.

Deliveries

Wem

Deliveries into school will continue to be received via the main front entrance. Deliveries will remain in the main entrance until they can be removed by Brian. If deliveries need to be dealt with more urgently, gloves should be worn.

Oswestry

Deliveries should be received from drivers at the door using gloves and maintaining social distancing. The majority of deliveries will be sent to Wem and collected by an Oswestry member of staff from the lobby at Wem.

Bishop's Castle

Deliveries should be received from drivers at the door using gloves and maintaining social distancing. The majority of deliveries will be sent to Community College Bishop's Castle and collected by a member of staff from the staff room.

Offices

All soft furnishings will be removed from offices, and all offices should be occupied by only one person unless large enough to observe social distancing (e.g. pastoral office)

Desks and surfaces should be kept as clear as possible – this will help with cleaning regimes.

Kitchen

Wem

Access to the kitchen will be for kitchen staff only – without exception. If items are required, phone contact should be made and items will be placed outside the kitchen door for collection.

Oswestry

The trolley will be collected and returned from the air lock area of Holy Trinity (to be confirmed).

Bishop's Castle

Only one member of staff to use the kitchen at once. Surfaces to be wiped down after every use. No children to be allowed in the kitchen. The kitchen is not to be used as a walkway between the two classrooms for the duration of the pandemic. The door to the smaller classroom from the kitchen is to be kept shut at all times.

Appendix A

Revised emergency evacuation procedures



Covid 19 Fire Evacuation Procedure

Member of Leadership Team with Responsibility for Update of Policy	Business Manager
Headteacher	Jules Taylor
Date	November 2020
Policy Review Cycle	Half termly
Date for Policy Review	December 2020

General notes for evacuation

- 1) The key to successful evacuation is for those involved to know what to do, what is expected of them and others, and how different situations should be approached. To ensure this, planned evacuations will take place each term.
- 2) Once the fire alarm sounds, you should exit the building as swiftly as possible. Don't stop to collect personal items. This may hamper the fire service.
- 3) It is vital that instructions are given clearly and succinctly. In order to assist this, everyone should remain as quiet as possible. If staff are quiet, pupils will follow the example. If giving instructions, be clear, precise and concise!
- 4) For class teachers – help to speed the process by knowing how many children there are in each lesson. Write the number on your board each time you register and get into the habit of looking for that number whenever you leave the classroom. It will speed up verifying that the building is empty in the event of an emergency.
- 5) Everyone is responsible for a successful and safe evacuation. Know what you are supposed to do and where you are supposed to be.

And finally.....

If nothing else – please remember the most important instruction when evacuating the building –

REMAIN CALM AT ALL TIMES!

Wem

Standard Evacuation Procedure (School Day)

- 1) When the fire bell rings, the pupils stand still and become silent.
- 2) Close windows and doors if it is safe to stop and do so.
- 3) Pupils line up at the exit to the classroom. The importance of being quiet so that they can hear what is being said to them should be made clear and adhered to by the pupils.
In Food Tech / DT / Science please ensure any equipment in use is turned off.
- 4) In order to maintain social distancing wherever possible, if it is safe to do so, classes should exit the building by the following exits;
Dining hall – via the pupil entrance doors
Gym/changing rooms via the gym fire exit doors
Deputy Heads Office/Heads Office/IT Office CG1 and CG2 via exit doors opposite the changing rooms
CG3/CG4/The Cube/Pastoral/Science via exit doors next to Pastoral
CG5/Library/Food Tech/Art via top exit doors by DT
- 5) If you are the last person to exit the classroom, as you exit the building, check that the rooms you pass are being evacuated/are empty
- 6) Pupils who are absent from their base when the fire bell rings should be instructed not to return to their base; they may be in the toilets or in the pastoral office. These pupils should be instructed to leave the school by the nearest exit and join their class at the muster point
- 6) Tuition pupils should leave by the nearest exit and line up at the muster point with tuition staff.
- 7) All visitors will be signed in daily and this register will be brought out by Admin
- 8) Registers will be brought out by admin and will be handed to individual classes. This may take some time – PLEASE KNOW THE NUMBER OF PUPILS IN YOUR LESSON. That way, a quick head count will immediately tell you whether any pupils are missing.
- 9) Upon leaving the building, staff should check toilets they may pass to ensure they have been evacuated.
- 10) Should parents need to be informed, Head to inform local media. (Radio Shropshire 01743 248321)
- 11) Admin will be responsible for checking with class teachers that all children are present. If any are missing, Head/Fire Marshall to be informed

Fire Marshalls

Brian Clay and Lisa Dugmore are the Fire safety team and will co-ordinate any evacuations

In the main school building, the ICT team supported by the Pastoral team will act as fire Marshalls, ensuring the school building has been fully evacuated.

In the house part of school, the admin team will act as fire Marshalls, ensuring the building has been fully evacuated.

Oswestry

Standard Evacuation Procedure (School Day)

- 1) When the fire bell rings, the pupils stand still and become silent.
- 2) Close windows and doors if it is safe to stop and do so.
- 3) A member of staff leads pupils out to the mustering point outside the old Children's Centre building reinforcing social distancing expectations and reassuring pupils.
- 4) TIC checks all rooms are empty and follows out with the register (either iPad or paper list).
- 5) Any visitors present at the time should be accompanied to the mustering point with a member of staff and the signing in book to record that all people are present.
- 6) Should parents need to be informed, TIC to inform head who will inform local media. (Radio Shropshire 01743 248321)

Bishop's Castle

Standard Evacuation Procedure (School Day)

- 1) When the fire bell rings, the pupils stand still and become silent.
- 2) Close windows and doors if it is safe to stop and do so.
- 3) A member of staff leads pupils out to the mustering point on the bus park, box of concrete marked with X, reinforcing social distancing expectations and reassuring pupils.
- 4) TIC checks all rooms are empty and follows out with the register (either iPad or paper list).
- 5) Any visitors present at the time should be accompanied to the mustering point with a member of staff and the signing in book to record that all people are present.
- 6) Should parents need to be informed, TIC to inform head who will inform local media. (Radio Shropshire 01743 248321)

Appendix 2

Protocol for actions to be taken in the event of a confirmed case of Covid-19

Once confirmation that someone (staff or pupil) has tested positive for Coronavirus, school will inform Public Health England (PHE) by calling the dedicated DfE helpline;

0800 046 8687 option 1

This will put school in contact with a team of advisors who will inform them of what action is needed based on the latest public health advice.

In order to support with this, we have created a QR code which staff and visitors can scan using the NHS track and trace app to 'check in'

We are also collecting track and trace details from all visitors, and recording both Covid and non-Covid absences for both staff and pupils.

A template letter will be provided to school, to send to all parents and staff if needed.

The PHE local health protection team will also contact schools directly if they become aware that someone who has tested positive for Covid-19 attended the school – as identified by NHS Test and Trace