

Hazel Slade Primary Academy

Home Learning / Covid-19 Closure Procedure

September 2020

If a child develops COVID symptoms;

- Child to be taken to the isolation room (SC office) as soon as possible. Accompanying staff member to wear PPE (face mask, gloves, apron) and maintain 2m distance from poorly child. Provide reassurance to child.
- Parents will be contacted to collect children immediately and advised that the whole household should self-isolate for 14 days, or until a test for the individual comes back negative. Any siblings of the affected child to also be sent home. (Office & SLT to make phone calls, follow set script for giving information.)
- SC to inform Trust
- SC to report this matter to Covid Response Team who can advise on next steps:
- E mail C19LocalOutbreakControl@staffordshire.gov.uk or phone **01785 854004**.
- Parents of child showing symptoms must book Covid-19 test either through the NHS website or via NHS 119
- Parents will be asked to show the negative test result confirmation

In the event of a positive COVID-19 case in a bubble;

- Parents will be contacted to collect children immediately and advised that the whole household should self-isolate for 14 days. (Office & SLT to make phone calls, follow set script for giving information.)
- Staff in the bubble will be sent home to isolate for 14 days. Home learning will be set and monitored by the teacher in that bubble. If the teacher in the bubble tested positive, work will be set by the other year group teacher and monitored by SLT. SEND pupils will have their needs taken into account and provision adapted accordingly. This will include individual risk assessments and any virtual 1:1 support that can be offered remotely.
- Children without access to a computer / device will be supported by school
- Office to contact any external agency who have been in working with that bubble to inform them of the positive outbreak
- SC/KF to inform Chartwells Cleaning about outbreak (this is in addition to the weekly fogging)
- Classroom and resources will be thoroughly cleaned and the classroom fogged
- FSM hampers will be available for the children in this bubble and hampers will be delivered to the home addresses of the families.

What is an Outbreak?

A setting is determined to have an outbreak when two or more individuals within 14 days identified with confirmed or suspect COVID-19 infection within the setting. However, it is recommended that you report any suspected or confirmed individual case to the Outbreak Response Team, so that you get appropriate advice and early support.

In the event of an outbreak:

- SC to inform St Bart's Trust immediately
- SC to report to both DfE / PHE and the Stafford Outbreak Covid Response Team immediately.
- DfE / Public Health England will advise the school on next steps.

If the school is advised by Public Health England to close due to COVID-19;

- Parents will be informed via phone calls / text services– SLT to issue statement for these, saved on Teams
- Home learning will be set and monitored by the teacher in that bubble. Work will be set through online remote teaching using Microsoft Teams within the first 24hours of closure and session recorded for pupils to access anything they need again. Follow on work will be made available on the classes teams page along with on class list. Pupils with no access to technology will be supported. Prints outs will be produced if necessary.
- SC to inform Chartwells cleaning about outbreak
- Classroom and resources will be thoroughly cleaned, and the classroom fogged (this is in addition to the weekly fogging)
- Parents will be kept up to date with a weekly newsletter
- School will provide childcare for children of key workers and vulnerable children. School will work with social workers and medical professionals to ascertain what is best for the children under the circumstances. All EHCP children will be entitled to attend and parents will determine whether they can effectively meet their child's learning needs at home. There will be a minimum of 2 staff in each bubble. This will be staffed on a rota basis, with one Paediatric first aider on site and a member of the senior leadership team.
- Fortnightly welfare calls will be made by class teachers to their class and logged on CPOMS. SLT will contact vulnerable families weekly and logged on CPOMS.
- Weekly staff meetings will take place via Teams
- Free School Meal (FSM) families (not KS1 UiFSM) will receive food hampers throughout the lockdown period and these can be collected from school. Any FSM or UiFSM children who are attending school will have their lunch provided in the form of a packed lunch.
- As is the case with a bubble closure, SEND pupils will have their needs taken into account and provision adapted accordingly. This will include individual risk assessments and any virtual 1:1 support that can be offered remotely.
- Parents will be able to contact the school via office@hazelslade.staffs.sch.uk or by calling 01543 227115. Any updates will be sent via Class List or Text Services. We will keep our website up to date with important announcements.