



From 19th April 2021

These guidelines **MUST** be adhered to in order to keep everyone safe and minimise the risk of infection.

Face Coverings

Primary house (Red Bubble)

Staff should wear face coverings at all times when in corridors or communal areas, except when sat to eat and drink or during a planned activity that has been agreed by the Team Leader.

Pupils do not have to wear face coverings

Secondary House (Green and Blue Bubble) and Post-16 (Orange Bubble) the following will apply:

Pupils (Except for pupils in Balmoral and Skipton): Those who are able to do so should wear face coverings when in corridors or any internal communal areas. Teachers will have the discretion to decide this as they will know the pupils needs best. If there are any questions, then please speak to your Bubble team leader or SLT.

Staff (including those in Balmoral and Skipton) should wear face coverings at all times when in corridors or communal areas, except when sat to eat and drink.

When outside in fresh air, there will not be any requirement to wear a face covering.

3 key actions for everyone:

1. Wash hands with soap and water on entry to school and regularly throughout the day.
2. Use cloths and anti-bac spray on tables, door handles and other items that are touched. This should be done regularly throughout the day.
3. When possible, keep social distance from other adults. Of course, in a school this will not be possible most of the time, but we should be conscious of giving others space and respecting social distance where we can.

Entering and exiting the school

- Pupils will start coming into school through their allocated entrance at 8.50am. Pupils will leave school at 3pm.
- Staff from bubbles will need to greet pupils at the appropriate bubble door at the start of the day.
- Staff who are meeting pupils at drop-off and pick-up times must wear a face covering or mask
- At the end the day, staff from bubbles will need to handover pupils whilst ensuring identification badges are checked of drivers/escorts as usual.
- Members of SLT and/or Team Leaders will be on duty to support/guide at the start and end of the day.
- Staff and pupils must only use their allocated bubble entry and exit points.
- No parents, escorts or drivers allowed through entry points or in the school building (with exceptions set out below*).

*Parents of new pupils will be able to enter the school building to assist transition. There may also be some exceptions where certain current parents are allowed to enter the school buildings if it is to aid transition. This will be decided by SLT and Team Leaders. Parents will be expected to wear masks whilst doing so.

Registration

- Normal registration will take place

Lunches

- Lunches will be ordered through the Dolce ordering system (separate email sent with this information). Parents have been given a login and we hope that many will pre-order meals. However, each class will need to check orders for pupils and staff each day. Once everyone is on, and names have been checked then these can be confirmed. Meal orders must be sent through by 9.30am at the latest each day.
- Staff who are involved in gastrostomy feeding should wear a mask whilst carrying out the feeding. All other types of feeding do not require any additional PPE.
- Lunches should be eaten in classrooms.

Personal Care/Changing

- Government advice states that staff should wear the PPE that they would normally use when carrying out personal care. However, as in all other situations, if a member of staff wishes to wear a mask and/or a visor, these will be provided.

Unwell staff and pupils

If a pupil displays any of the following COVID-19 symptoms you must **immediately** isolate them in the Hive (for Green and Blue Bubbles), any available room in Kate's corridor (for Red Bubble) or outside reception (for Orange Bubble) and notify SLT:

- **a high temperature** – this means you feel hot to touch or over 37.8C
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

What to do:

- SLT will support and make decisions on next steps.
- All other medical emergencies **MUST** be reported to SLT immediately on 204 or 201.
- Any staff member who begins to feel unwell must inform SLT.
- If a member of staff displays any of the COVID-19 symptoms as listed above they must **immediately** inform SLT, go home and self-isolate.
- Staff and pupils presenting with symptoms will be advised to seek an NHS test and report results to school as soon as is possible.

† Self-isolation guidance is at the foot of this document

The use of communal areas

- ALL rooms outside of your Bubble area are not to be used by pupils or staff, unless agreed by a member of SLT.

Hygiene

- Staff **must** wash hands on arrival at school and routinely throughout the day.
- Staff **must** wipe high contact points in the bubble area with anti-bac spray and cloth **as a minimum 3 x day** (to include taps, door handles, light switches etc.).
- If you need to change pupil clothes put them into a bag, seal and return home.
- All cloths used for cleaning to be bagged and left outside reception on the ground at the end of the day.

Personal Protection Equipment

- Staff must wear PPE (apron and gloves) when they are working with a pupil whose care routinely already involves the use of PPE due to their intimate care needs. Additional PPE is available if you feel it is needed. These will be located in the Personal Care areas.
- Donning and Doffing procedures of PPE equipment will be displayed in each Personal Care area and must be followed.

Staff not in Bubbles

- The site team may enter bubbles for maintenance of equipment and other site needs.
- The headteacher may enter Bubbles as is needed
- Members of SLT may have occasion to cross Bubbles if it a matter of health and safety.
- Other members of non-bubble staff may, on occasions have to enter Bubbles.
- All non-Bubble staff entering Bubbles will ensure social distancing from pupils and staff and will remain in the Bubble for no longer than 15 minutes at a time, unless for exceptional reasons.

Assemblies and gatherings

No assemblies or gatherings to take place for the time being. This will be reviewed in the summer term.

Visitors to school

Visitors who have an educational or therapeutic benefit on pupils will be allowed to enter the school buildings. Visits should always be pre-arranged and visitors must follow social distancing guidelines where possible and use face coverings or visors. In addition, visitors involved in maintenance and repair of the buildings will be allowed onto site.

Fire Evacuation

Each Bubble will have its own fire evacuation location as follows:

Bubble	Location
Red	Grass and path area outside Castlegate
Green	Area next to fence by PE Shed
Blue	Area in middle of track on main field
Orange	Outside of Post-16 gate and across onto college site

Movement around the School Site

- Staff **must not** enter or move around other Bubbles at any time except in the following circumstances:
 - To cross Bubbles to collect lunches
 - In an emergency as directed by SLT

Thermometers

- Each Bubble will have a thermometer in a plastic box, which will be kept by the SLT for the Bubble. It is important that once used the thermometer is returned to the plastic box to ensure that they are not mislaid.

Talk and support

- We are all in this together. Remember to talk to the staff in your Bubble and also share any worries with the Bubble SLT lead. Let's look out for each other as best we can

SLT Bubble/Team Leads

Bubble	Teams	Team Leaders	SLT Lead
Red	Primary 1	Liz Wiltshire	Kate Mason
Green	Primary 2	Amy Murray	Caroline Whitlock
	Secondary 1	Jo Davies	
Blue	Secondary 2	Emily Craggs and Rachel Wragg	Will Harvey
Orange	Post-16	Hannah Daniell	James Whybra

School Trips

Some trips will be able to go ahead, but this will be on an individual basis. If a member of staff is thinking of planning a trip then they should first email Jon to discuss whether or not it is viable.

Testing

As NHS testing has now become more efficient and the responses are a lot quicker, we will not be continuing with our weekly testing for now. This will be reviewed on a regular basis.

† **Self-Isolation rules – what to do:**

Any pupil or staff member showing at least one of the 3 symptoms should do the following:

Self-isolate at home for at least **10 days**

Get a test as soon as possible

Anyone living in the same home will need to self-isolate at home for **10 days**

If the test is negative then the person can return to school, as long as they are well enough to do so. The other people in the home can also stop self-isolating.

If it is positive then everyone should continue the self-isolation for the specified time period from the day the symptoms appeared

Any pupil or staff member who lives with someone who is showing at least one of the 3 symptoms should do the following:

Self-isolate for **10 days**

The person who is showing symptoms should get a test as soon as possible.

If the test is negative then everyone in the home can stop self-isolating and return to school, as long as they are well enough to do so.

If it is positive then everyone should continue the self-isolation for the specified time period from the day the symptoms appeared

You can check symptoms and organise a test by going to NHS coronavirus website here
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>