

## **Covid Handbook for Parents and Students (January 4<sup>th</sup> 2022)**

### **Context**

We received guidance from the Department for Education on the 16<sup>th</sup> December regarding Covid management issues for the term ahead.

For the last few months, Cheshire East has been advising a stricter set of control measures than that being suggested by the national guidance. We consequently decided to wait until the LA guidance was issued to schools before deciding how to proceed this term. This LA guidance was sent to us on December 31<sup>st</sup> and we used this to draft the Parent / Student Handbook that was sent to you yesterday.

Late yesterday afternoon (January 3<sup>rd</sup>), we received revised LA guidance that was much more in line with the national approach. We have consequently amended our school policies accordingly. The changes from yesterday's version are highlighted in red below.

We appreciate that it is far from ideal to be sending revisions of this nature out to parents so frequently and we regret the confusion that this is bound to cause. Having done our best to review the guidance sent to us over the holidays and communicate this in a clear manner to our community, it is frustrating that such late changes have been necessary. We have written to the Local Authority to explain our concerns in this respect.

### **Dress Code**

Normal dress code and uniform expectations will apply as normal.

### **Equipment**

Equipment can still be shared between groups but we will try to reduce this when it is easy to do so. Exercise books can still be collected and returned in the normal fashion.

### **Face Coverings**

Students and staff will continue to need to wear face coverings on the school corridors.

Students will also need to wear face coverings during lessons. Staff will not wear a face covering when teaching.

We will also ask students to wear a face covering in the dining hall while they are in the queues and moving around this area. They can remove their face covering if they are sitting down / eating.

Sixth Form students will need to wear a face covering if they are standing and/or moving around the Sixth Form Centre or the Sixth Form Cafe.

## Hand Sanitiser and Wipes

Parents are asked to provide hand sanitiser and wipes for their son/daughter. Students will have the opportunity to clean their workspace before the start of each lesson.

## Social Distancing

This will not be required anywhere on site, for staff or students.

## LFD Testing

We will LFD test all students before lessons resume at the start of term, provided parental permission has been given for us to do so.

In the past, students were advised not to get LFD tested if they have had Covid in the last 90 days. **This advice has now changed so that all students should take part in this LFD testing programme, even if they have recently had Covid.** Students who currently have Covid and are isolating for ten days should not come into school for this test.

As described in our letter to parents just before Christmas, we will manage these testing arrangements as follows:

### Sixth Form

Y12 and Y13 students should come into school to be tested on **Tuesday 4<sup>th</sup> January**, the day before the start of term, please see timings below. They can return home once this test has been completed.

11:00 - Year 12

13:30 – Year 13

Normal lessons will start on Wednesday 5<sup>th</sup> January.

Students will need to bring a packed lunch on Wednesday 5<sup>th</sup> January as there will be no catering service in the Sixth Form Centre on this date, although students will still be able to access the café and study area. The catering service will resume on Thursday 6<sup>th</sup>.

We will assume that we have consent to test any pupils in Year 12 and Year 13 who come into school on Tuesday 4<sup>th</sup>. If you do not wish your child to be tested, please tell them not to come onto site on this day.

### Year 11

Y11 students should also come into school to be tested on **Tuesday 4<sup>th</sup> January**, the day before the start of term, please see timings below. They can return home once this test has been completed.

Mock exams will start on Wednesday 5<sup>th</sup> January. When students are not doing mock exams, they should go to their normal lessons.

10:00 - 11 PROS

12.30 - 11 ICEF

Students will need to bring a packed lunch on Wednesday 5<sup>th</sup> January as there will be no catering service in the Dining Hall on this date. Students will be able to use A17, A18, the library or E3/4 during break and lunchtime if they wish to do so. The normal Dining Hall service will resume on Thursday 6<sup>th</sup>.

We will assume that we have consent to test any pupils in Year 11 who come into school on Tuesday 4<sup>th</sup>. If you do not wish your child to be tested, please tell them not to come onto site on this day.

#### Years 7, 8, 9, 10

Students should come into school to be tested on **Wednesday 5<sup>th</sup> January**, please see timings below. They can return home once this test has been completed. Normal lessons will start on Thursday 6<sup>th</sup> January.

09:00 - 7 PROS  
09:30 - 7 ICEF  
10:15 - 8 PROS  
10:45 - 8 ICEF  
11:30 - 9 PROS  
12:00 - 9 ICEF  
13:30 - 10 PROS  
14:00 - 10 ICEF

We will assume that we have consent to test any pupils in Years 7-10 who come into school on Wednesday 5<sup>th</sup>. If you do not wish your child to be tested, please tell them not to come onto site on this day.

Normal lessons will start on Thursday 6<sup>th</sup> January.

We will assume that we have consent to test any pupils in Years 7-10 who come into school on Wednesday 5<sup>th</sup>. If you do not wish your child to be tested, please tell them not to come onto site on this day.

Parents are also urged to maintain twice weekly LFD testing at home.

#### **Cleaning Routines**

We will maintain enhanced cleaning routines around the school site.

Cleaning equipment will be available in every classroom.

#### **Ventilation**

We will keep windows and doors open as much as possible during the day, although the fire doors in the corridors will need to remain shut.

### **Dining Hall and Holding Areas**

The dining hall will continue to remain in full use.

Holding areas will not be in use, although we may need to reintroduce this sort of year group separation if circumstances change.

### **Teaching Rooms**

All students can follow their timetabled rooming in the normal fashion.

### **School Day Timings**

School days timings will remain unchanged.

### **Extracurricular Clubs**

Extracurricular clubs for specific year groups can return to normal, including those that involve mixed age groups.

Sports fixtures or other events that include other schools will go ahead provided the group sizes are small and these activities are carefully managed. Events that involve large numbers of students from other schools coming into Fallibroome will be postponed.

### **Movement Around School**

We will keep the internal one-way system in place in all areas of the school, except the Performing Arts Block and the Sixth Form Centre.

We will operate two different approaches to the start of lessons:

#### Model 1

Students will be asked to line up outside the classroom until their teacher arrives.

#### Model 2

Students will be allowed to enter the classroom as soon as they arrive at the classroom so that they do not have to queue in the corridor.

Individual teachers will let their groups know which approach they intend to adopt for their classroom.

### **Behaviour**

Normal behaviour expectations will apply in full.

## Health Monitoring (Students)

Parents are reminded not to send their child to school if they are displaying Covid-19 symptoms (persistent cough; high temperature; loss of sense of smell/taste).

If a child begins to feel ill with Covid symptoms during the school day, they will be sent to the Pastoral Centre. We have procedures in place to manage students with Covid-19 symptoms separately from other students. Parents will be contacted if their son/daughter is showing Covid-19 symptoms and asked to take them home as soon as possible.

The Covid isolation period for students has been shortened to seven days, provided that a negative LFD test is completed on Day 6 and Day 7. If either of these LFD test results is positive your child must continue to isolate and wait 24 hours before taking the next LFD test. They can only return to school following two consecutive negative LFD test results, spaced 24 hours apart.

If your child has two negative LFD test results, they may return to school the following day under the following conditions:

- They do not have any COVID-19 symptoms
- They continue to perform LFD tests every day for the remainder of the 10-day period
- These LFD tests are taken at home each morning before school
- During days 8-10, they take particular care to comply with all recommended infection control precautions, including wearing a face covering, good hygiene etc.

If any of the above conditions cannot be met, your child should not come into school and they should follow the stay-at-home guidance for the full 10-day period.

If you are unable to access LFD tests for any reason, then the ten-day isolation process must be completed in full. Please get in touch with the school in these circumstances as we may be able to help.

If your child has symptoms that are indicative of Covid and you are not able to access a PCR test immediately, please err on the side of caution and follow the same guidance as that described above for a positive test result. In these circumstances, please do not assume that a negative LFD test result will allow your son/daughter to return to school.

When counting days, Day 1 is the day after the student started showing symptoms. If the student has not shown symptoms, then Day 1 becomes the day after their positive test result. Students can return to school from Day 11.

## Close Contacts

Students who are close contacts with a positive case in the same household will need to:

- Stay at home for at least five days
- Limit social contact
- Take a PCR test and receive the result before returning to school
- Return to school on Day 6 if their PCR is negative
- Continue to LFD test from Days 6-10

If a student is unable to access a PCR test then the ten-day isolation process will need to be completed in full. If a student is unable to access LFD tests for the Day 6-10 period, then the ten-day isolation period will also need to be completed in full.

We are aware that this guidance for close contacts in the same household is stricter than that being suggested nationally. We have raised this issue with the Local Authority and they have confirmed that this approach remains in place for Cheshire East. Public Health will review this guidance next week and will advise us accordingly.

Students who are close contacts with people outside their household will need to follow the advice given by NHS Track and Trace. Students in these circumstances are likely to be allowed to continue coming into school but asked to LFD test for seven days.

### **Fire Alarm**

In the event of a fire alarm, we will organise our evacuation procedures in the normal fashion.

### **Toilets (Students)**

Students will be allowed to use the toilets in the normal fashion. We will not replace the corridor doors to the toilets so that these areas can be easily monitored by staff.

Students will be discouraged from taking a toilet break during a lesson (unless they have a toilet pass).

### **Assemblies**

Unless there is a particularly important issue to be addressed, these will be suspended for all year groups, including the Sixth Form.

### **Visitors**

If considered essential, individual adult visitors can come into school, provided they confirm a negative LFD test result in advance. Where possible, such visits will be avoided.

### **Open Evenings / Large Events**

It seems much more likely that we will not be able to organise these sorts of events in person. Where possible, we will try to put something in place that allows these events to go ahead in an alternative format.

## **Online Lessons**

We will continue to provide online learning for students who are isolating. Students can log on to these lessons by going to [meet.google.com](https://meet.google.com) and entering their teacher's staff code.

We will continue to update our central spreadsheet on a daily basis so that our teachers can set up online access for those students who are isolating. However, please bear in mind that if your case is reported to us late in the evening or at the weekend, it may take us a few hours the next morning to update our records and systems accordingly.

## **Staff Shortages**

Parents are asked to be mindful of the fact that we are likely to have significant staff shortages this term. This was a problem for us in September/October and we are anticipating similar issues in the months ahead.

If these problems become severe, we may need to ask a year group to work from home for a period of time so that the teachers in that year group can be redeployed to cover for absent colleagues. While we will do everything possible to avert such a scenario, it may prove to be unavoidable. We will write to parents again if we need to take such action.

## **Lesson Delivery**

Movement of students during lessons will be kept to a minimum.

Teaching assistants will continue to work with their SEND students on a 1:1 basis in the normal fashion.

## **Assessment, Marking and The Presentation of Student Work**

Staff will be able to collect and mark exercise books in the normal fashion.

## **Communicating with Parents**

Parents will be able to come into school for an appointment, provided they confirm that they have had a negative LFD test.

We will move all parents' evenings online.

## **Summary**

We will continue to monitor these issues very closely in the months ahead and will respond to any emerging trends as advised by Public Health.

