



WELLSWAY SCHOOL

SEPTEMBER 2020 OPERATING PROCEDURES

The following arrangements and procedures will be in place in September 2020 to support the return to school for all students:

Aspect	New arrangement/procedure
Staffing	Staffing will be consistent throughout the day and week where possible (recognising that some staff will work on a part time basis). Teachers will move around groups to enable specialist teaching to continue
Behaviour	Our school Behaviour Policy has been revised to include new expectations of behaviour specific to support infection control
Circulation around the building	Students will stay in the same 'zone' unless they are moving to a specialist room, such as a science lab, or to the canteen for break or lunch
Break and lunch time	Students will remain in their distinct groups when outside and different groups of students will not play sports or games together. Outdoor equipment will not be used unless we ensure that it is appropriately cleaned between groups of students using it and multiple groups of students do not use it simultaneously
School uniform	Students are required to wear their school uniform. Students with long hair should have it tied back at all times. On the days when they have PE they should wear their PE kit to school as the PE changing rooms will be out of use
Equipment	We are limiting the items that students bring in from home each day to essentials such as lunch boxes, hats, coats, stationery. Bags are allowed. Pencil cases should be made of a material that is easily cleaned e.g. metal or plastic. They should not wear any item that they would need to remove for PE such as jewellery or a watch
Resources	Students will not share resources in school outside of their bubble and items will be cleaned between use by different bubbles. Items that are difficult to clean will be removed from classrooms
Food	Students can bring in their own packed lunch or purchase food from the canteen at lunchtime. Free school meals will be provided as normal
Drink	Students should bring a named water bottle into school, which they will be able to re-fill
Hygiene arrangements	We expect students to wash hands or use hand sanitiser frequently and when asked to do so. It is advised that they also bring their own small supply of hand sanitiser with them
Cleaning arrangements	Specialist facilities will be cleaned between use by bubbles.
First aid and sickness arrangements	First aid is available from the student support, who will direct students to the medical bay whilst contact home is made.

Use of Personal Protection Equipment (PPE)	Schools have been advised that the routine use of PPE is not necessary. Staff carrying out first aid, cleaning or looking after students who are ill will use PPE, however
Attendance	From September 2020, the normal attendance regulations will apply and students are expected to attend school unless they are unwell. If your child is unwell and unable to attend we ask that the parent or carer call us on each day of absence Tel: 01179 161 030
Parental contact	Parents/carers are asked not to come into the school building and to make contact via email or phone. In exceptional circumstances an appointment can be made for an in-school meeting, held using appropriate social distancing measures
Transport	Students using public or school transport will be required to adhere to the rules regarding the wearing of face masks. Students should bring a plastic bag with them to store the face mask during the day. This should be kept in their school bag at all times throughout the day
Other travel arrangements	Students can travel to school by bicycle and storage will be available. They should bring their own lock and must accept liability for the safety of their bicycle whilst on the school premises. Parents/carers who bring their children to school are asked to drop off and collect at a safe distance from the school entrance and to respect social distancing guidelines whilst doing so
Other visitors	Volunteers and other adults are permitted to work in schools from September, subject to observing the regulations in place for safeguarding and infection control

Specific procedures we will follow when children or adults are ill

Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste OR they have tested positive for coronavirus in the last 7 days.

Those affected must follow government stay at home guidance as follows:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.

Our procedure will be that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a student is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult

if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Wearing of face coverings

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as students and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops.

Children and young people aged 11 and above are required to wear a face covering whilst travelling to and from school on public or school transport.

Notifying parents of changes to provision or procedures

Parents and carers should be aware that our risk assessment will be reviewed at least weekly and some changes may result from this. You will be notified of these by email as they arise. It may also be possible that we will have to close some or all provision at very short notice and if this is the case we will notify you by using our normal communication method.

Support for students learning at home

If a student has been advised to shield by a medical practitioner and is unable to come into school, we will continue to provide education remotely for him/her using our virtual learning platform. In the event of a further lockdown, or if a child or bubble is required to isolate at home, we will switch learning to this platform for the duration of the lockdown or isolation period.

July 2020