



The Federation of St Elphege's and Regina Coeli Catholic Schools



Regina Coeli Strategy Document September 2021

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Rationale

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September. [Extract from Schools Covid-19 Operational Guidance- updated 27th August 2021](#)

The federation has considered the guidance provide and this document is focused on how the Department for Education (DfE) expects schools to operate in this new context. It covers:

- school operations
- curriculum, behaviour and pastoral support
- contingency planning to provide continuity of education in the case of a local outbreak

Supporting documents include:

- Suite of Risk Assessments
- Safeguarding and Child Protection Policy
- Positive Behaviour Policy
- Letters to parents

Strategy Overview

Implementing the system of controls creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. The overarching objective is to maximise the number of children and young people in face-to face education and minimise any disruption, in a way that best manages the COVID-19 risk.

Pupil 'Bubbles'

*It is no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will **not need to be used** in schools from the autumn term.*

As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and schools no longer need to make alternative arrangements to avoid mixing at lunch.

- All year groups will return to having their lunch in the dining hall.
- Collective Worship in the school hall will return but this will be limited to key stages at first.
- Pupils may bring their school bag, a pencil case (if they are in the juniors) and a water bottle in to school.
- All pupils having a packed lunch will be required to use containers that can be easily cleaned e.g. Tupperware boxes, or lunchboxes made of plastic.
- PE kits will be worn to school on the child's designated PE day - see table on the parent letters
- PPE will be added to the personal first aid kits for each classroom.

Classrooms & Outdoor Spaces

- Natural ventilation - to ensure the school is well ventilated and a comfortable teaching environment is maintained – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air

- Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
- Handwashing will still be one of the most important ways to control the virus.

Staffing

- All staff have been issued with the Lateral Flow testing kits and while this is not mandatory staff are encouraged to participate in this testing arrangement every 3-4 days.
- Each day staff will be required to complete an electronic registration to support hygiene control in the school.
- All visitors will be asked to use the sanitiser on entry before signing in.
- Guidance suggests that peripatetic teachers and therapists can move between schools.

Curriculum & Pastoral Support

- Adaptations to the curriculum have been made to ensure that pupils' emotional and wellbeing needs are met and gaps in pupils' learning as a result of school closure are addressed, maximising their time spent in school.
- Gap analysis will continue to inform curriculum planning moving forward. Class teachers are very mindful of the school's strategy of creating a balance of academic catch up and ensuring positive pupil well-being.
- Pupils who require additional emotional support will be supported by our ELSA Support Assistant. The DHT/Inclusion Leader and ELSA Support Assistant will work alongside teaching and support staff to ensure that all pupils' wellbeing is considered and support put in place when identified as appropriate.
- Catch-up funding will continue to be used to provide resources for early reading and additional interventions for foundation core skills.
- Long-term and medium term plans have been adapted by subject coordinators in conjunction with the DHT for Curriculum and Assessment

- Early Morning work will continue to focus on the development of foundation skills in reading, writing and maths.
- Educational visits are considered each term based on the most current advice.
- School maintains a Remote Learning Policy to ensure it is able to provide continuity of learning for pupils, should the school experience partial closures in the coming term.

Cleaning and Personal Hygiene

- Staff working patterns have been adapted to accommodate a lunch-time cleaner who will be responsible for continuous cleaning of high-contact areas of the school. Existing cleaning staff will continue to clean thoroughly at the end of each school day.
- All pupils and staff will use hand sanitiser on entry to the school. They will be required to remove and safely store or dispose of any PPE used when travelling to school.
- Sanitation stations will be posted around the school and pupils and staff will be required to use them regularly. Pupils in EYFS will only use hand sanitiser on entry and exit to the school; they will use soap and water throughout the rest of the day.
- All pupils and staff will be required to wash their hands regularly and will also be required to before and after each transition point during the school day.
- “Catch it, Bin it, Kill it” approach will be revisited regularly across the school.

- Individual hand sanitiser bottles will be issued to all classrooms. Each classroom will have a supply of cleaning products to enable them to clean their classrooms and other high-contact surfaces regularly.
- PPE will be supplied for first aiders and those responsible for providing intimate care for pupils. Each bubble will also have an emergency PPE kit, which will be stored in their classroom, to be used in the event of pupil sickness. Class First aid kits will include PPE.

Timetables and Site Entrance and Egress

- School will be open to pupils Monday to Thursday 8.30am -3.15pm. Please note on Fridays the school will close at 2.30pm.

We will use two entrances to ease congestion and avoid crowded spaces. They will be: Kendra Hall Road and Pampisford Road Vehicle gates. Staff will NOT be able to use the carpark during entrance and exit times.

- Pupils who are not collected on time at the end of the school day will be taken to the school office and their parents called.
- Parents will be invited to drop their children off at the gates in the morning as this ensures a smooth start to the day. In the afternoon parents will be invited to wait outside their child's classroom to collect (Infants) or wait in the carpark (Juniors). There will be a one-way system in place using the two available gates on Pampisford Road.

Behaviour

- The school will stringently adhere to the Positive Behaviour Policy.
- Any instances where positive handling is required as a result of poor or dangerous behaviour will pose a high risk to staff and pupils- an individual pupil risk assessment will be completed where necessary and controls considered. This may include: increased engagement with services or a phased return to school with a reduced timetable.

- Senior leaders will consider carefully any sanctions where pupils who intentionally and maliciously breach personal hygiene rules.

Attendance

- It is vital for all children to attend school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development. It is a Federation priority to ensure that as many children as possible regularly attend school.
- All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.
- It is the schools' responsibilities to record attendance and follow up absence.

When registers close those pupils not in school will receive a call from the school. If the school cannot establish the whereabouts of the pupil a home visit may be undertaken by the SLT.

- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct also returns but at Regina Coeli this is always considered as a last resort.

Transport

- Families will be encouraged to walk to school wherever possible. Scooters and bicycles will be permitted on the school grounds in September.
- If a pupil develops symptoms of Covid-19 and uses public transport they will be asked to either walk home or organise alternative transport.

Principles for Staff

- Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
- Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Use the 'catch it, bin it, kill it' approach.
- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces often using standard products, such as detergents and bleach.
- Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
- Keep your classroom door and windows open if possible for air flow.
- Limit the number of children from your class using the toilet at any one time.

- Make sure you have read the school's behaviour and safeguarding policies.
- The school is promoting and engaging in asymptomatic testing through the use of the Lateral Flow Device (LFD) test kits, made available for ALL staff. Staff will take the test every 3-4 days.
- Staff understand that in the event of a positive LFD test they do not attend school and access a PCR test. If the PCR test is negative the member of staff may return to work. If the PCR is positive they need to isolate for 10 days.
- Social distancing measures have now ended in the workplace however the school still recommends the use of face coverings for adults in crowded spaces.
- Staff will continue to sanitise hands before using the photocopier and keep the lid down in between use.
- All staff to clean frequently touched surfaces often using standard products, such as detergents and bleach- each classroom/ shared area has been allocated cleaning materials for this. If the materials are missing/depleted it is the responsibility of all staff to inform the site manager for them to be replenished.

Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the [guidance on protecting people who are CEV from COVID-19](#).

Transmission Control

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.

- If a pupil develops symptoms of Covid-19 they must inform the school immediately.
- If symptoms begin at school they will be isolated from the other pupils while arrangements are made for their collection from school. Appropriate PPE should also be used by staff if close contact is necessary. They will be asked to book a test.

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Close contacts and Isolation

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

Contingency Planning

- The Federation has carefully considered and implemented the measures set out in the Operational Guidance to manage transmission of COVID-19 day to day. If the number of positive cases substantially increases we will consider taking **extra action** or implementing **additional measures**.
- Wherever additional measures are considered, the objective is to maximise the number of children and young people in face-to-face teaching and minimise control measures that disrupt education, balanced against the risks of COVID-19 transmission.

The federation will be mindful of the thresholds set in the government guidance and seek public health advice if we are concerned.

The thresholds are:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

For most education and childcare settings, whichever of these thresholds is reached first.

The action taken by the school can be found in our contingency strategy and will ensure that remote education plans are in place for individuals who may need to self-isolate.

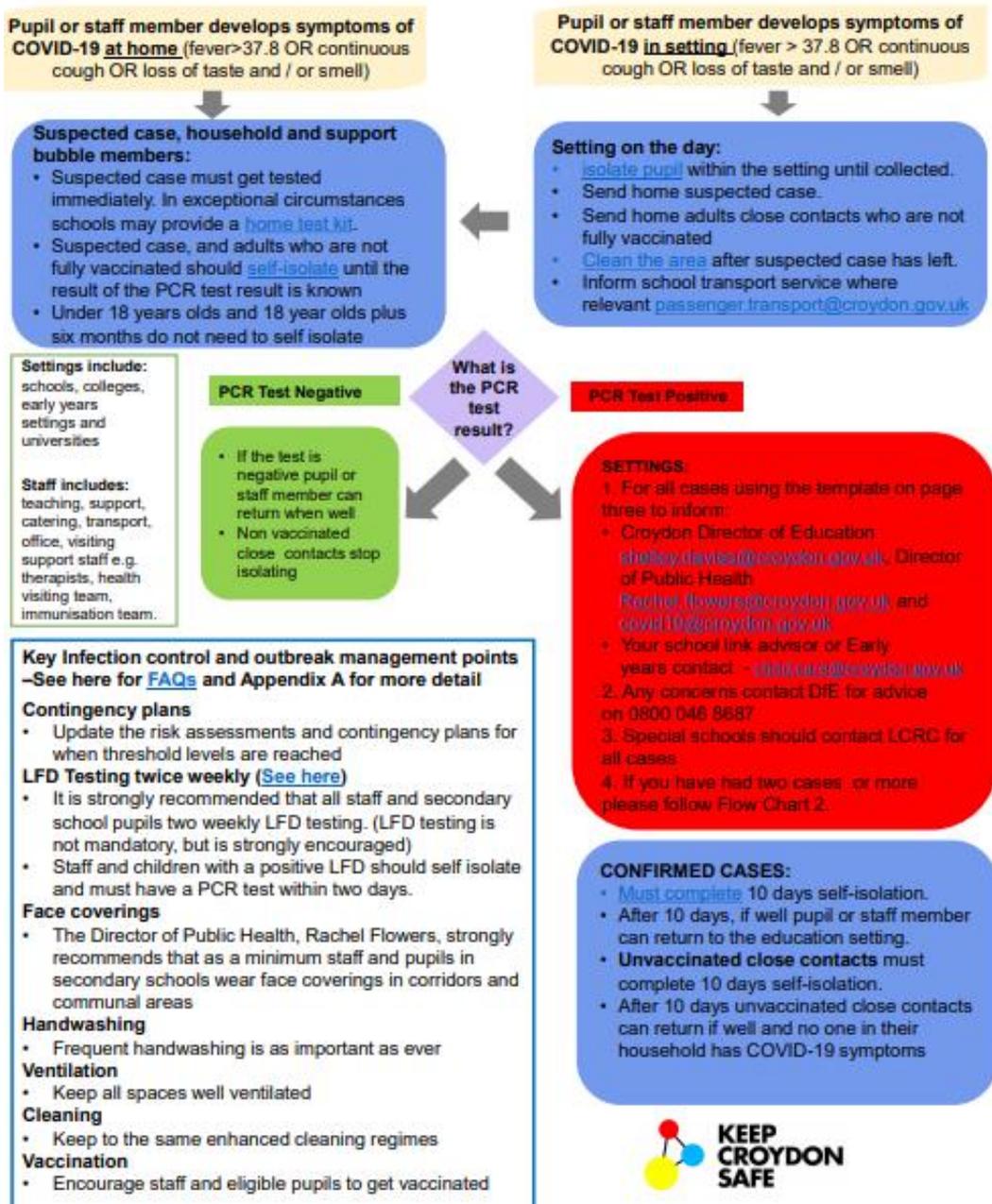
Sending home a class or year group would only be used as a last resort where all other risk mitigations have not broken chains of in-school transmission.

Croydon Local Authority Flowcharts

Schools, Colleges and Early Years Settings September 2021

Flowchart 1: CASES. What to do if there is a suspected or confirmed case of COVID-19 in an education setting

Updated 1 September 2021



Schools, Colleges and Early Years Settings September 2021

Flowchart 2: 2 or more confirmed COVID-19 cases in an education setting

Updated: 1 September 2021

