

# **Yewlands Academy Opening**

## **September 2020**



## Ensuring the ordinary for our students is extraordinary!

On Monday 7<sup>th</sup> September 2020 Yewlands Academy will reopen its doors to all students and commence daily face to face teaching sessions.

### Aim

*Yewlands Academy plans to implement a recovery plan for all students that is trauma informed and enables them to transition back into their learning through a full face to face curriculum offer that is safe and remains as broad as possible in September 2020.*

### Rationale

The Yewlands Academy recovery curriculum is shaped through the work of Trauma Informed Schools (TISUK) and Barry Carpenter and is underpinned by the five points below:

- 1- **Relationships** (*students and parents/carers*) - Reach out to greet, relate and pull into a positive relationship. Smile, greet warmly and thank them
- 2- **Routines** - Boundaries and expectations are consistent and firm but they are held gently on the child
- 3- **Metacognition** – Learning to learn/skills for learning - scaffold teaching to grow confidence as a learner
- 4- **Transparent** – Co-construct learning – show how gaps are being addressed together
- 5- **Rediscover** – Self-image, esteem and confidence

**Underpinned by a solid foundation of whole school pastoral care**

Learning for students at Yewlands Academy is best delivered through face to face lessons with subject specialists. Where possible (taking into account government and Public Health guidance and staff capacity) this will occur for all students.

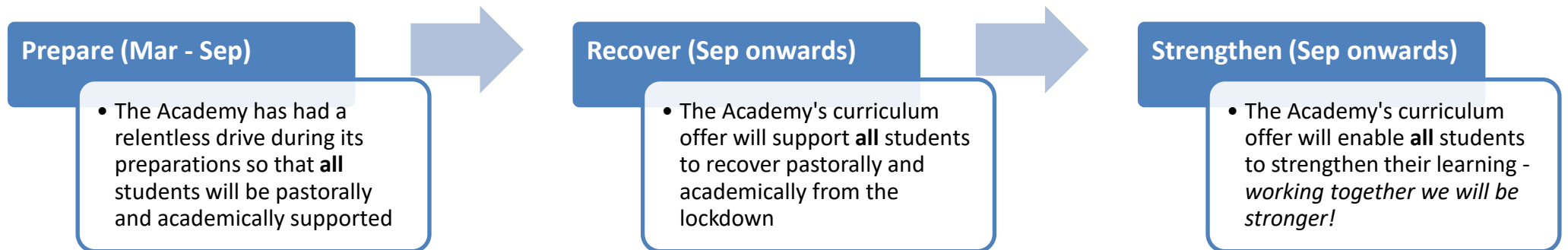


## Values

*How we will do it*

Our values are specific to how we will work together to support the return of our children to Yewlands Academy in September 2020; they will guide our thinking and behaviours.

## Prepare, Recover, Strengthen – How we will support our students at Yewlands Academy



## What will it look like?

- Each year group will be based in a pod (a designated area in the Academy) and will stay separate from other year groups at all times
- Teachers will move to their classes in the year group's pod
- Where possible, teachers will spend the majority of their time in one pod
- Where possible, students will spend the majority of their time in one classroom in the pod and create a bubble within their year group bubble. At KS3 students will leave this normal class bubble when they have PE and KS4 students will do this when they have an option subject – on these occasions students will still remain in their year group bubble
- Students will be placed broadly in ability groupings in their year group bubble to create these class bubbles



**Academy day:**

- The Academy will operate off 3 x 100 minute lessons in order to reduce the number of interactions during lesson changeovers and to ensure that students are not left unsupervised whilst they wait for a transient teacher arriving from outside of their pod
- Some lessons have break and lunch within them in order to support a staggered offer for year groups. On these occasions these lessons will have at least 30 minutes learning time left when they return from break/lunch
- Year 11 will have a period 4 lesson Mon-Thurs which will be staffed using directed time. It is important that any arrangements for meetings and Year 11 teaching time that form directed time support parity across staff. More information for staff will follow in this area in September INSET

	Year 11 and 10			
	5PD	%	3PD	%
En	10	20	6	20
Ma	10	20	6	20
Sc	10	20	6	20
Options	5	10	3	10
PE	4	8	3	10
PD	1	2	0	0

	Year 9			
	5PD	%	3PD	%
En	10	20	6	20.0
Ma	10	20	6	20.0
Sc	8	16	5	16.7
Sp	4	8	3	10.0
Pe	4	8	2	6.7
Hums	5	10	3	10.0
Dr	2	4	1	3.3
Ar	2	4	1	3.3
Dt	1	2	0	0.0
Fd	1	2	1	3.3
It	1	2	1	3.3
Mu	1	2	0	0.0
PD	1	2	1	3.3

	Year 8			
	5PD	%	3PD	%
En	10	20	6	20.0
Ma	10	20	6	20.0
Sc	8	16	5	16.7
Sp	4	8	2	6.7
Pe	4	8	3	10.0
Hums	5	10	3	10.0
Dr	2	4	1	3.3
Ar	2	4	2	6.7
Dt	1	2	0	0.0
Fd	1	2	1	3.3
It	1	2	0	0.0
Mu	1	2	0	0.0
PD	1	2	1	3.3

	Year 7			
	5PD	%	3PD	%
En	10	20	6	20.0
Ma	10	20	6	20.0
Sc	8	16	5	16.7
Sp	4	8	2	6.7
Pe	4	8	2	6.7
Hums	5	10	3	10.0
Dr	2	4	1	3.3
Ar	2	4	2	6.7
Dt	1	2	0	0.0
Fd	1	2	0	0.0
It	1	2	1	3.3
Mu	1	2	0	0.0
PD	1	2	1	3.3
Li	0	0	1	3.3

### Curriculum comparison

Planned 5 period day **VS** Covid-19 recovery curriculum 3 period day

*N.B. There will be limitations on the practical work in subjects Art, Drama, DT, Food, IT, Music, PE, Science (specific details are listed later within this document)*



Yewlands Academy

**The Academy day - Monday-Thursday**

		Monday - Thursday																																																																																											
		Year 11	Year 10	Year 9	Year 8	Year 7																																																																																							
		08:25	08:30	08:35	08:40	08:45	08:50	08:55	09:00	09:05	09:10	09:15	09:20	09:25	09:30	09:35	09:40	09:45	09:50	09:55	10:00	10:05	10:10	10:15	10:20	10:25	10:30	10:35	10:40	10:45	10:50	10:55	11:00	11:05	11:10	11:15	11:20	11:25	11:30	11:35	11:40	11:45	11:50	11:55	12:00	12:05	12:10	12:15	12:20	12:25	12:30	12:35	12:40	12:45	12:50	12:55	13:00	13:05	13:10	13:15	13:20	13:25	13:30	13:35	13:40	13:45	13:50	13:55	14:00	14:05	14:10	14:15	14:20	14:25	14:30	14:35	14:40	14:45	14:50	14:55	15:00	15:05	15:10	15:15	15:20	15:25	15:30	15:35	15:40	15:45	15:50	15:55	16:00
Monday - Thursday	Year 11	Arrival C	Tutor		P1										Break	P2										Lunch	P3										P4					Depart C																																																			
	Year 10	Arrival F	Tutor		P1										Break	P2										Lunch	P3										Depart F																																																								
	Year 9	Arrival C	Tutor		P1					Break	P1					P2					Lunch	P2					P3					Depart C																																																													
	Year 8	Arrival C	Tutor		P1					Break	P1					P2					Lunch	P2					P3					Depart C																																																													
	Year 7	Arrival F	Tutor		P1										Break	P2										Lunch	P3										Depart F																																																								

**The Academy day - Friday**

		Friday																																																																															
		Year 11	Year 10	Year 9	Year 8	Year 7																																																																											
		08:25	08:30	08:35	08:40	08:45	08:50	08:55	09:00	09:05	09:10	09:15	09:20	09:25	09:30	09:35	09:40	09:45	09:50	09:55	10:00	10:05	10:10	10:15	10:20	10:25	10:30	10:35	10:40	10:45	10:50	10:55	11:00	11:05	11:10	11:15	11:20	11:25	11:30	11:35	11:40	11:45	11:50	11:55	12:00	12:05	12:10	12:15	12:20	12:25	12:30	12:35	12:40	12:45	12:50	12:55	13:00	13:05	13:10	13:15	13:20	13:25	13:30	13:35	13:40	13:45	13:50	13:55	14:00	14:05	14:10	14:15	14:20	14:25	14:30	14:35	14:40	14:45	14:50	14:55	15:00
Friday	Year 11	Arrival C	Tutor		P1										Break	P2										Lunch	P3										Depart C																																												
	Year 10	Arrival F	Tutor		P1										Break	P2										Lunch	P3										Depart F																																												
	Year 9	Arrival C	Tutor		P1					Break	P1					P2					Lunch	P2					P3					Depart C																																																	
	Year 8	Arrival C	Tutor		P1					Break	P1					P2					Lunch	P2					P3					Depart C																																																	
	Year 7	Arrival F	Tutor		P1										Break	P2										Lunch	P3										Depart F																																												



**Student arrival - Students must arrive at their designated entrance at their designated time**

Time	Year group	Entrance	Pod
8.25am	Year 7	- Front car park pedestrian path - Through active play - Fire exit stairs up to Humanities	Humanities
	Year 11	- Cinder path entrance	Science, dance studio and learning lab
8.35am	Year 10	- Front car park pedestrian path - Through active play - Through entrance opposite student admin	DT and MFL
	Year 9	- Cinder path entrance	English
8.45am	Year 8	- Cinder path entrance	Maths and Drama/Music

- When students enter the Academy grounds they must go straight to their tutor room
- Students must wear face masks where social distancing cannot be maintained i.e. on corridors and in communal areas. When not wearing face masks they should be kept in a sealable plastic bag
- Students must access a hand cleaning station at their entrance to the building

**Student departure - Students must leave the Academy grounds through their designated exit at their designated time**

Time	Year group	Exit	Pod
2.50pm	Year 10	- Through exit opposite student admin - Through active play - Through front car park pedestrian path	DT and MFL
	Year 9	- Cinder path exit	English
2.55pm	Year 7	- Fire exit stairs from Humanities - Through active play - Through front car park pedestrian path	Humanities
	Year 8	- Cinder path exit	Maths
4pm – Mon-Thurs 3pm - Fridays	Year 11	- Cinder path exit	Science, dance studio and learning lab



### First day back arrangements – Monday September 7<sup>th</sup> 2020

- The arrangements for the first day back will involve a larger stagger for student arrivals and a full day with their tutor in order for them to learn new habits and routines. This is outlined below:

Time	Year group	Entrance	Pod
8.25am	Year 7	<ul style="list-style-type: none"> <li>- Front car park pedestrian path</li> <li>- Through active play</li> <li>- Fire exit stairs up to Humanities</li> </ul>	Humanities
	Year 11	<ul style="list-style-type: none"> <li>- Cinder path entrance</li> </ul>	Science, dance studio and learning lab
8.45am	Year 10	<ul style="list-style-type: none"> <li>- Front car park pedestrian path</li> <li>- Through active play</li> <li>- Through entrance opposite student admin</li> </ul>	DT and MFL
	Year 9	<ul style="list-style-type: none"> <li>- Cinder path entrance</li> </ul>	English
9.05am	Year 8	<ul style="list-style-type: none"> <li>- Cinder path entrance</li> </ul>	Maths and Drama/Music

**Specific tasks and activities for students on their first day back will be shared with all staff in the September INSET**





## Curriculum delivery

Specific curriculum delivery guidance has been shared with staff and further training will be shared in the September INSET days

- Phase 1 – Prepare for learning – Connect and establish routines
- Phase 2 – Recover confidence in learning – Engineer success
- Phase 3 – Strengthen learning – Consolidation

Subject Leaders will provide guidance to their staff on:

- What are we teaching?
- How are we teaching?
- Blended learning
- Assessment (not assumption – low stake quizzes, etc.)

In the first days back at Yewlands our curriculum offer must:

- Create a positive **'it's good to be back' feeling** and re-establish connections
- **Adapt** our practice to suit the students and their stage of 'recovery'
- Be **flexible** in our approach to learning and **reasonable** with our behaviour management
- Get back to **learning** as soon as we can without assuming it will happen immediately

**More information for staff can be found in the circulated Yewlands Way – Curriculum Delivery for September 2020 document**



## **Break and Lunch**

- Break and lunch will be split to enable each year group bubble to have their own separate area; there will be two sittings
- All students will go outside at break and lunch unless the weather is deemed poor. The decision to bring students inside for their break/lunch will be made by a member of the Leadership Team and communicated with all staff via email
- At the start of a break or lunch those staff teaching in the year group pod will escort their class to their designated year group bubble's area. Students will then be supervised by duty staff
- Students must wear their face masks in communal areas and on corridors
- Parents/carers are encouraged to use Parent Pay as machines normally used by students to load physical money within the Academy will not be available. Year 7 will be given the opportunity to register their fingerprint in their tutor group on the first day in the humanities area. On these occasions fingerprint scanners will be sanitised between each use and students will wash their hands immediately after
- Each year group bubble will have their own food outlet staffed by Taylor Shaw
- Students must use a hand wash station before they line-up to buy any food
- Taylor Shaw staff will sanitise the fingerprint scanners between each student's use
- Students are expected to use the outside bins provided for all rubbish
- Students will return to their pods after break and lunch supervised by duty staff
- All students must access a hand washing station on their return to their learning; these will be available on entry to their classroom

Year (pod)	Break/lunch sitting	Outside (fine weather)				Inside (poor weather)			Toilets Break and lunch	Toilets Lesson time	Toilets poor weather	Staff duties required
		Exit to outside	Break	Lunch	Food outlet	Break	Lunch	Food outlet				
7 (Hums)	2	Door at bottom of Hums fire exit stairs then turn right	Active Play	Active Play	Hums	Hums	Hums	Hums	Opposite Art	Opposite Art	Opposite Art	5
8 (Maths/Drama)	1	Down the Maths stairs out of exit opposite student admin then turn left for food and right for Active Play	Active Play	Active Play	Staffroom external doorway	Hall	Hall	Hall	DT	Maths	Canteen toilets (supervised due to Y9)	5
9 (Eng)	1	Out of English fire exit into yard	Yard	Yard	Canteen	Canteen	Canteen	Canteen	Canteen	English	Canteen toilets (supervised due to Y8)	4
10 (DT/MFL)	2	Out of exit opposite student admin then turn left	Pathway between English and field plus area between Eng/Sci	Pathway between English and field plus area between Eng/Sci	Staffroom external doorway	Hall	Hall	Hall	DT	DT	Canteen toilets (supervised due to Y11)	5
11 (Science/Learning Lab/Dance Studio)	2	Science, Learning Lab or Dance Studio	Yard	Yard	Canteen	Canteen	Canteen	Canteen	Canteen	Canteen	Canteen toilets (supervised due to Y10)	4

**Break 1 = 10.10 – 10.25**

**Break 2 = 10.45 – 11.00**

**Lunch 1 = 12.05 – 12.35**

**Lunch 2 = 12.40 – 13.10**



## Student expectations

- Students are expected to arrive to the Academy punctually through the correct entrance at the correct time every day. In order to stop year group bubbles mixing it is imperative that students do not enter the Academy grounds through the wrong entrance or at the wrong time
- Those students who are late must arrive through the front entrance and line up in the designated waiting area in front of the main reception. They must use a hand washing station as they enter the Academy; a member of the Student Welfare/ Leadership Team will escort any late students to their pod classroom
- Students must use a handwashing station when they enter the building
- Students must adhere to social distancing guidelines where possible
- Students must wear face masks in communal areas and on corridors
- Academy expectations are unchanged (uniform, mobile phone use, 5\*, rewards, behaviour, etc.) but they will be held gently on the child
- Students must not mix with any students in differing year group bubbles or enter any other year group pods at any time (break, lunch or during lessons)
- Students will be provided with their own bag containing their own pencil case with stationery, a mini whiteboard/board pen/board rubber on the first day back in order to reduce any contamination risks around shared equipment. The student bag will also be used to store their exercise books and will contain reading books for Years 7 -9. Student bags will be left in their pod at the end of every day. Students will pick these up again the next morning in their tutor groups
- Students may bring in their own water bottle for their own personal use but will not be able to fill this whilst in the building or share it with other students. Students will have opportunities to obtain drinks from food outlets at break and lunch
- At the end of each lesson students will stand behind their chairs in order to wait for the arrival of their next teacher

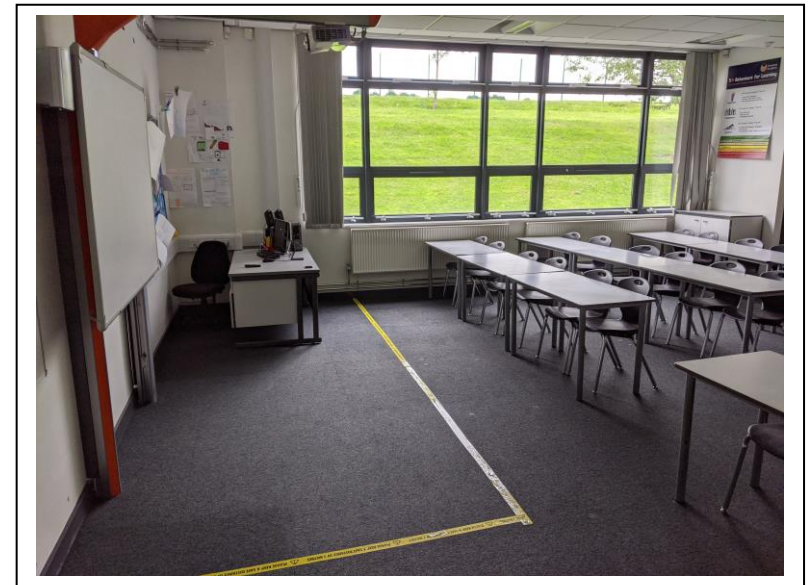


## Staff expectations

- The Academy will open at 6.30am every day. All staff must vacate pods by 4.30pm in order to allow a deep clean of the area. The LRC and office space will stay open until 6.30pm every day
- Teaching and teaching support staff must arrive at the Academy by 8.20am each day
- All staff should maintain a social distance of 2 metres from pupils and adult colleagues as much as possible. In particular, they should avoid close face to face contact and minimise time spent within 1 metres of anyone
- All teaching staff must stay in their teacher zone at the front of the classroom when teaching
- No written feedback in books will occur for the first two weeks of the school term; this will be reviewed at this point. Staff must assess the progress of students and provide feedback, but this will occur through AfL activities (quality questioning, mini whiteboards, etc.) and other feedback opportunities (verbal, self-marking, etc.)
- All staff must ensure that the door and windows are open in their classroom/office at all times
- No staff must access the staffroom area at any time. The LRC will be used as a staff work area and G12 (Food Technology room) will be available for refreshments. If a member of staff is working in a shared area such as these they must ensure that they wipe down their seat/table/PC/etc.
- Staff should keep 2 metres apart in any shared area office space. Staff numbers will therefore be restricted in some office areas
- Those staff leading specialist subjects that cannot be delivered in pods (PE/ICT based lessons) are expected to collect their students from their pod and escort them to their new area of learning. These colleagues will wait for 5 minutes after the lesson start time before making any journey in order to ensure that no other year groups will be crossed
- Staff are expected to use the staff toilets outside the isolation room and the staff toilets located off the DT corridor
- Staff will wear face masks on corridors and in communal areas
- All staff are expected to deliver the Academy's expectations around H&S and T&L in order to drive a consistent approach across the Academy

## Classrooms

- All classrooms will have a hand sanitiser station available on entry
- All students must sit in a consistent seating plan when in a classroom. The same seating plan will be followed by all teachers. This will be created by form tutors. Subject specialists will create seating plans if classes have to move to another area within their year group bubble at KS4
- Students should be seated side by side and facing forwards
- All windows and the classroom doors must stay open in order to support ventilation
- Teaching staff must stay in the yellow teaching box at the front of the classroom and keep a distance of 2 metres away from the students in their care as much as possible. In particular, they should avoid close face to face contact and minimise time spent within 1 metres of anyone
- Classroom based resources such as text books and games can be shared within a bubble. However, these should be cleaned regularly. Teaching and teaching support staff must develop their own cleaning routines for any equipment they plan to use in lessons. Any IT equipment must be wiped clean with a sprayed cloth at the start and end of lessons by students. Etc.





## **Practical subjects**

Practical subjects will still be offered as part of the Academy's broad and balanced curriculum but many will operate in different way:

- Art: Seating plan to conform to guidance and meticulous cleaning routines developed for shared resources
- Drama: Seating plan to conform to guidance and practical work to revolve around monologue pieces
- DT: Initially there will be no practical work in this subject and learning will be theory based
- Food: Initially there will be no practical work in this subject and learning will be theory based
- IT: Seating plan to conform to guidance and meticulous cleaning routines developed for shared resources at KS4. A theory based offer will be delivered at KS3
- Music: Will not be covered initially but drop down days with subject specialist to be developed at KS3 in autumn term
- PE: Changing room to conform to social distancing guidance and meticulous cleaning routines developed for shared resources
- Science: A demonstration approach will replace students leading class experiments

## **Record keeping**

In the event of a positive case of Covid-19 it is essential that we are able to support track and trace and our record keeping must enable us to accurately see which children have been with which staff in which classroom (this includes the recording of any students who may have been removed from a class bubble to another area within the year bubble due to a behaviour issue). To support contact tracing a confirmed positive case will involve looking back at the last 48 hours at Yewlands Academy. Exceptional record keeping is therefore essential and students must follow their timetable accurately at all times to support this.

Staff must report any occasions where there was an incident where they broke social distancing for the Academy's record keeping. This must be recorded within the first aid log at student admin



## **Transport**

Staff and students are encouraged to avoid public transport where possible. The safest route is for them to walk in or drive in. Staff and students must wear a face covering if they travel by public transport and then remove this safely when they enter the Academy grounds before storing this in a sealed bag.

## **Face coverings**

Following government and Public Health recommendations all students will be required to wear a face covering when in the Academy in communal areas. Communal areas within Yewlands Academy are corridors, stairways, break-out areas, food outlets inside the building (e.g. the canteen) and toilets. Communal areas are not classrooms.

For clarity, we have summarised our approach to the wearing of face coverings:

- Students will be responsible for providing their own face covering. Parents/carers should contact the Academy should you require any support with this
- Only face masks will be permitted (the wearing of scarfs, snoods or zipped-up tops over mouths and noses for example, will not be permitted)
- Face coverings must be where possible plain and appropriate for the Academy setting. This means no offensive images or inappropriate wording; face masks should not cause offence
- Students will be responsible for putting on their face mask as they enter a communal area and taking them off appropriately when entering a classroom or leaving the building
- Students will also be responsible for keeping the face covering clean and must store it appropriately in a plastic bag in order to minimise the risk of infection to the wearer and to others
- Face coverings are to be removed when entering a classroom and placed in a plastic bag. Students must then wash/sanitise their hands after removal using the classroom's hand sanitiser stations
- Where there is evidence of misuse of face coverings that is likely to increase the risk of infection to the wearer or to others, this will be discussed with the student and their parents/carers. This will be treated as negative behaviour and as such the Academy will implement the sanctions outlined in the Climate for Learning policy in order to support students to meet the Academy expectations
- Disposable face masks will be made available by the Academy for students who don't have a face covering with them but there is an expectation that students will provide their own





## **Food protocols**

The Academy will have 3 designated food outlets in the Academy – canteen service, staffroom external service and Humanities service. Each year group bubble will have exclusive access to their own food outlet. The Academy's cleaning schedule will ensure that a food outlet area used in the first sitting is cleaned before the same area's second sitting.

- Students will be given the opportunity to pre-order their food in tutor time
- ParentPay will be encouraged with all families as there will be no access for students to use the biometric money deposit machines in the Academy
- Those parents/carers unable to access parent pay can deliver their child's money to the main reception where it will be delivered to an in-house Taylor Shaw representative
- All students must use a hand washing station before buying their food
- Taylor Shaw staff will sanitise the biometric fingerprint till before each students purchases their food
- Staff will be able to use any food outlet but are encouraged to use one that links to the pod that they predominately teach within



### **Movement around school**

All non-essential movement around the Academy is to be avoided; students and staff should only access the pods in which they have lessons, their area for break/lunch, their entry/exit point to/from the building and, where needed, their pod's toilets. When moving around the Academy staff and students will wear face masks

### **Cleaning**

The Academy has a robust cleaning schedule that will operate throughout the day and cover all areas of the building (every hour in most cases).

### **Medical matters**

#### *Students who are ill whilst at Yewlands Academy*

A trained first aider and member of the Senior Leadership Team will decide whether it is necessary to call parents/carers in order to take the student home.

If COVID-19 is suspected, students and staff will be sent home and parents/carers will be informed.

**First aid** – Staff will send for the a first aider via EduLink who will come and collect the child. They will administer first aid – other staff should not enter the first aid room (meeting room in reception).

**Staff who are ill must ensure they are following the guidelines in the absence policy. If you suspect COVID-19 IMMEDIATELY contact SLT on site if during the school day or the Principal if at other times.**

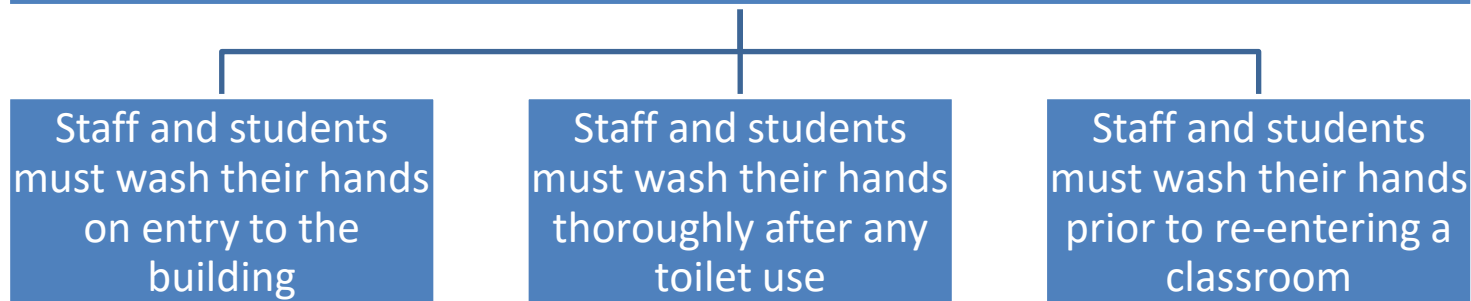


# Handwashing Protocols

*Clean hands protect against infection*

All staff and students must clean their hands regularly when in the Academy building.

All staff and students must wash their hands with soap and water (drying them thoroughly) or use an alcohol-based hand rub if they don't have immediate access to soap and water.





## Essential actions to reduce the risk in school and further drive down transmission of coronavirus (COVID-19)

If a student or member of staff has symptoms:

- Students, staff and other adults will not come into the Academy if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days
- Any students, staff or other adults who develop symptoms during the school day 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 any a student, staff member of any other adult are unable to leave the Academy site immediately (they may require to be picked up) the meeting room in the main reception will be used. Appropriate adult supervision will be provided if required but the door of this room will be closed and the windows will be opened for ventilation
- If the student, member of staff or any other adult requires the bathroom while waiting to be collected, they should use the main reception toilet. This toilet alongside the reception meeting room will be cleaned and disinfected using standard cleaning products before being used by anyone else



*This diagram shows how to advise individuals (children and adults) and their households if they become unwell OR if they are sent home because they have been in contact with someone who is ill. It is based on the [guidance](#) for the full opening of schools set out in section one, Public Health advice to minimise risks. This is not a substitute for reading the full guidance.*

#### A person with symptoms

If a person 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), then **they must** be sent home, arrange a test and self-isolate for at least 7 days

If a person 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), then **other members of their household must** self-isolate for 14 days from when the symptomatic person first had symptoms

If a person with symptoms **tests negative** and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), then **they** can stop self-isolating. **Other members of their household** can stop self-isolating

If a person with symptoms **tests positive**, then **other members of their household must** self-isolate for 14 days from when the symptomatic person first had symptoms.





**A person who is sent home because they have been in contact with someone who has tested positive**

The health protection team will provide definitive advice on who must be sent home. A person who has been in contact with someone who has tested positive will be sent home and asked to self-isolate for 14 days.

If a person has been in contact with someone who has tested **positive** and is sent home to self-isolate for 14 days, then *their household does not need to self-isolate*, unless the person who is self-isolating subsequently develops symptoms.

If a person who has been in contact with someone who has tested **positive** subsequently *develops symptoms themselves* within their 14-day isolation period, then they **must** stay at home and get a test.

If the test delivers a **negative result**, then they **must** remain in isolation for the remainder of the 14-day isolation period as they could still get symptoms after being tested

If the test delivers a **positive result**, then they **must** inform their school immediately and **must** isolate for at least 7 days from the onset of their symptoms.

If the test delivers a **negative result**, then *their household* can stop self-isolating if they do not have symptoms

If the test delivers a **positive result**, then *their household* **must** self-isolate for at least 14 days from when the symptomatic person first had symptoms.



Terms/definitions/clarifications and useful links		
i	Hand washing protocol	<a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a>
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</a>
iii	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable. <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6</a>
iv	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off. <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a>  <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a>
v	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.