



Milton School

Coronavirus (COVID-19): Handbook for Parents/Carers

Updated July 2021



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Coronavirus cases are rapidly on the increase in our area which are affecting both individual pupils, as community activities return, and whole class groups when a bubble closes. The health, safety and wellbeing of all our pupils, families, staff and wider community is paramount, and therefore the school will continue to observe the public health guidance in closing bubbles where proximity contacts have been identified, and share information about community transmission, local transmission and positive cases. The purpose of sharing this information is to enable our school pupils, staff and families to make informed choices, remain vigilant and minimise the spread of coronavirus.

We appreciate that closing bubbles, as we react to positive cases causes inconvenience and disruption, and aim where possible to inform parties with accuracy and speed. We are reliably informed that the Delta variant is now dominant in our communities and therefore urge all parents and carers to inform school as soon as possible when a suspected or positive case is established from within the household so that we too can react accordingly and seek further advice if necessary. Please use the covid@miltonschoool.org.uk for anything COVID-19 related.

We were advised that the local area is now considered a hot spot - anything that you can do to share the message about remaining vigilant will be greatly appreciated.

The purpose of this handbook

This handbook has been created to provide you with details of the measures that are being put in place to ensure the safety of our Milton School community as we fully open. The handbook aims to answer your questions and bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that Milton School has taken and will continue to take all the steps we can to ensure our school community is safe.

Useful contacts

We advise that you save these contact details, so they can be easily accessed should you need them.

Name	Role	Contact number	Email
Main School Office	Reception	01709 570246	office@miltonschool.org.uk
Safeguarding Team	Safeguarding	01709 570246	safeguarding@miltonschool.org.uk
COVID	COVID Guidance / Test Results		covid@miltonschool.org.uk
Mrs C Rouane	Parental Liaison / Safeguarding Support	01709 570246	office@miltonschool.org.uk FAO : C Rouane
Mrs N Preece	Assistant Principal Upper School	01709 570246	office@miltonschool.org.uk FAO : N Preece
Mr S Carr	Access to Learning Team	01709 570246	accesstolearning@miltonschool.org.uk Mr S Carr
Miss R McCabe	Epraise / Access to Learning Team	01709 570246	epraise@miltonschool.org.uk accesstolearning@miltonschool.org.uk
Mrs M Woodhall	New Starters / Access to Learning Team	01709 570246	accesstolearning@miltonschool.org.uk

We welcome any questions and will do our best to address any of your concerns. Our school office is open from 8:00am until 4:00pm and can be contacted via office@miltonschool.org.uk or 01709 570246. Please do not attend the school office in person unless in the event of an emergency or pre-booked approved appointment with the Principal.

The school is open to all pupils

The school is fully open to all pupils. The government relaxed its shielding guidelines on 1 August. If your child is classed as clinically extremely vulnerable, and has previously been advised to shield, you can now allow them to return to school.

Our usual opening days and times: **Monday to Friday** from **8:30am** until **3:00pm** incorporating the staggered drop off and pick up times.

Please contact the school office as soon as possible if you have any queries regarding your child's attendance.

Risk assessment

The school has conducted a thorough risk assessment to mitigate the risks of opening fully during the coronavirus pandemic. Our risk assessment covers various aspects of the school premises, cleaning, staff availability, infection control and social distancing protocols, mental health and wellbeing, access to learning, and fire safety.

The risk assessment is a live document and will be updated as required. A copy of this risk assessment is available on the school website which has been updated with the latest government guidance which was released on 24th May 2021.

Protecting clinically vulnerable individuals



If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or lives with somebody who was shielding, they are now able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

If, after speaking with your GP, you decide that your child will need additional safety measures in place to attend school safely, please contact the Principal via office@miltonschool.org.uk or call school on 01709 570246 to discuss these arrangements.

Attendance

Attendance for pupils coming into school will be recorded as normal. We understand that you may be concerned about your child returning to school at this time, but please be assured that the school will do its utmost to keep your child safe. Please feel free to contact the school to discuss attendance and the safety measures in place. The government has announced that penalties for non-attendance will resume, but the school will only implement these as a last resort.

If, at any time, your child cannot attend school due to the necessity to self-isolate, whether this is because they are ill themselves or have been in close contact with someone who is, please let the school know as soon as possible on 01709 570246. You will not be penalised if your child cannot attend due to following clinical or public health advice to stay at home.

The school will continue to notify social workers where children with a social worker do not attend school when they are expected to.

If your child does not attend when they are expected to and the school has not been notified, you will be contacted to find out why, in line with the school's safeguarding procedures. We are contacting parents to confirm that the emergency contact details we have on record are correct and to ask for any additional emergency contact numbers where they are available. Please contact the school office to update any emergency contact details.

The government has introduced quarantine periods for those returning from certain foreign countries. Staff and pupils who have returned to the UK from overseas within the last month will need to complete the necessary quarantine period, as outlined in the government's guidance for countries identified. <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

Social distancing

To reduce the risk of transmitting the coronavirus in our school, social distancing measures are implemented. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety as far as possible and positively reinforce good social distancing behaviour.

Group arrangements

To maximise the effectiveness of social distancing with all staff and pupils attending school, we have made the decision to put pupils in class bubbles. This will be in addition to the teacher and support staff.

We have now reduced bubbles to reduce the impact on pupils learning in the event of pupils having to self-isolate. These bubbles are the transition year groups.

Bubble 1: Y1/Y2/Y3/Y4

Bubble 2: Y5/Y6

Bubble 3: Y7/Y8/Y9

Bubble 4: Y10/Y11

- Class sizes will be back to the usual number of pupils in the class
- Individuals within a bubble will encouraged not to mix with members of another bubble.
- Each bubble will have its own classrooms, learning areas and designated outdoor areas for breaktimes and PE lessons.
- Members of staff will minimise their close contact with pupils and other staff; however, staff will be able to move between bubbles in order to deliver the full curriculum.
- Windows will be open in all classrooms to maximise ventilation, pupils/staff can wear extra jumpers or coats
- Frequently-used equipment, e.g. pens, will be provided or brought from home so that all staff and pupils have their own – sharing frequently-used equipment will not be permitted.
- Classroom resources, e.g. books, can be shared within bubbles and will be cleaned frequently, e.g. at the end of each day.
- Communal resources, e.g. sports equipment, can be shared between bubbles and will be thoroughly cleaned between uses.
- Pick-up and drop-off times will be staggered and determined by your child's transport arrangements
- Lunchtimes and breaktimes will be staggered and will vary per bubble.
- Pupils will be kept within their bubbles when moving around the school, as much as possible

We acknowledge that we will face some limitations to the practicality of these arrangements in certain circumstances and will work with all pupils to help remind them of the importance of staying within their bubbles. If you are concerned about any of the arrangements listed above, please contact the school as soon as possible to discuss any alternative arrangements.

Start and finish times

Pupils' start and finish times will continue to be staggered in order for us to adhere to social distancing guidelines as much as possible. We recommend that pupils are dropped off or picked up by only one accompanying adult. Please wait in your vehicles and use the bus lane to drop off/pick up pupils. If you do leave your vehicle we ask that you wear a mask and maintain social distancing at the school gates.

The information below outlines pupils' start and finish times, depending on their mode of transport, and where you should drop off or pick up your child, where relevant.

Staggered start times all pupils.

Morning

Minibuses - 0830-0840

Taxis - 0840-0850

Parents - 0850-0900

Afternoon

Minibuses - 1430-1440

Taxis - 1440-1450

Parents - 1450-1500

Please only come at your allocated time to try and keep traffic flowing on the street and to maintain pupils safety when leaving the school site.

Moving around the school

Movement around the school is only on a needs must basis. When moving around the school, pupils will be expected to remain within their bubbles. The school one-way system is in place to further reduce the risk of contact between those in different bubbles.

The following areas of the school will remain closed or subject to limited access until further notice:

Location	Status
Base 1	Y5 / Y6 Groups
PFA	Upper School Only

Infection control

Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in school. Staff continue to promote good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g. if they are very young or have difficulties with comprehension due to their needs. Staff will work with all pupils to ensure their safety as far as possible and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that pupils will need to follow:

- Pupils will be instructed to wash their hands at various points throughout the day, including upon entering school, when they change rooms, before and after eating, before and after breaktimes, after using the toilet, and after coughing or sneezing.
- Pupils will wash their hands for at least 20 seconds using soap and water or alcohol-based hand sanitiser – younger pupils and pupils with complex needs will be supervised when doing this.
- The school will enforce the 'catch it, kill it, bin it' approach to containing coughs and sneezes.
- Pupils who show symptoms associated with coronavirus will be sent home to self-isolate for at least 10 days, unless a negative test is produced.

We are also carrying out additional cleaning. Classrooms and learning areas will be cleaned during breaktimes and at the end of each day, and frequently touched surfaces will be cleaned and disinfected regularly throughout the day. Communal areas, such as dining areas, will be cleaned between uses by different bubbles.

School have purchased a 'fogging' machine to conduct regular additional cleaning of the school site.

Staff will also be required to follow stringent infection control measures. Full details of the infection control measures in place can be found in the Infection Control Policy.

Personal protective equipment (PPE) and face coverings

Staff are not expected to wear a face covering when moving around the school site, except when moving into another bubble for a considerable period of time. Pupils are can wear masks when outside of the classroom and moving around the school site. All visitors must wear a mask when on the school site. The face covering should then be placed into a sealable plastic bag and the individual will wash their hands thoroughly.

Staff will use PPE if a pupil shows symptoms of coronavirus and a distance of two metres cannot be maintained. Staff will also wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury.

Bringing items into school

To minimise the risk of potentially transmitting infections between pupils' households and the school, we ask that pupils do not bring non-essential items from home into school with them – we are aware that some pupils need items to help regulate in school and on transport. Pupils are able to take items from school, such as books, home with them to aid their education, provided that these items are properly cleaned before and after being in their homes. **The following equipment can be brought to school:**

- Essential medication and medical equipment
- Items needed to help self-regulation
- Coats and other essential outdoor wear
- Spectacles and spectacle cases
- Packed lunches
- Stationery and books
- Change of clothes / personal hygiene
- Mobile phones (handed to the teacher for safe storage)
- Bags

If your child needs to bring an item to school that is not listed above, please contact us as soon as possible to discuss.

Procedure if a pupil becomes unwell on site

It is extremely important that all parents and pupils remain vigilant with regard to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you **do not send your child to school if they have any of the following symptoms:**

- **A high temperature** – this means they feel hot to touch on their chest or back
- **A new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- **A loss of, or change in, their normal sense of smell or taste** – this means they cannot smell or taste anything, or things smell or taste different to normal

Recently it has been reported that other symptoms are being linked to COVID:

- Headache
- Sneezing
- Runny nose
- Sore Throat



It is also important that you **do not send your child to school** if somebody in your household has tested positive for, or has symptoms of, coronavirus.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Please notify the school office via 01709 570246 as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school. You may be advised to get your child tested for coronavirus and to notify the school of the result. See below for information on accessing a test.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection, where required.
- You will be notified that your child must be picked up as soon as possible.
- You will be encouraged to have your child tested for coronavirus.
- You will be encouraged to engage with the NHS Test and Trace programme.
- Areas your child has occupied will be disinfected as soon as possible.
- 'Close contacts/ Bubbles' will be notified of a potential case, so extra vigilance can be taken



If your child is sent home from school with COVID symptoms to self-isolate, they **must not come into school** for at least 10 days unless a negative test has been recorded.

If an individual in your child's class tests positive for coronavirus, **the school will send the individual's bubble home and close contacts** to self-isolate for 10 days. Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact or being coughed/sneezed on.
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes.
- Travelling in a small vehicle, e.g. a car, with the individual.

We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in their classrooms.

Access to testing

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test. <https://www.gov.uk/get-coronavirus-test>

You can also order Lateral Flow Testing for non-symptomatic testing <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible, if this is out of school hours please email covid@miltonschool.org.uk. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period. We encourage you to inform the school immediately of test results positive or negative.

You may also need to engage with the NHS Test and Trace programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

Uniform

Please contact the school office if you need a uniform order form.

Food arrangements

Arrangements will be put in place to ensure mixing between bubbles is reduced during lunchtime. All pupils will eat in the hall in their bubbles, lunchtime is staggered so bubbles are not mixing, and tables and chairs are cleaned in between sittings.

The school will continue to provide free school meals (FSM) for eligible pupils. If you require any further information about the provision of FSM, please contact the school office as soon as possible.

If a pupil is self-isolating through personal, household or a bubble closure they will be provided with a voucher equivalent to FSM in school. Please contact the school office on 01709 570246 if you have any questions.

Transport

School transport is available for those pupils who access it. Please get in touch with the company that provides your child's transport if you need to discuss school transport arrangements or contact the school office.

Please arrive at the designated time to drop off/pick up your child and enter from the Queen Street end of Storey Street, and pull into the bus lane, to safely drop off your child. This also helps with the flow of traffic and congestion on the street.

Public transport should be avoided; however, if your child needs to use public transport to get to school, they should avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face coverings if required.

The curriculum

Our focus is to support all pupils' health and wellbeing and to help them transition back into school life successfully.

To provide all pupils the opportunity to excel and engage with learning, the school will ensure the following:

- Increased outdoor learning, where possible
- Additional support for pupils who are at risk of falling behind their peers
- New starter wellbeing liaison officer
- Provision and contingency plans for remote education
- Access to Learning Team support.

After the success of the recovery curriculum and the 'All About Me' projects, pupils are now accessing their full timetables with adaptations where appropriate.

PE lessons will continue to ensure pupils get the exercise they need; the daily wellbeing walk is an addition to the PE lessons in school. All lessons where possible will take place outside, so we ask that parents send their child to school in suitable clothing and footwear on PE day. There will be no changing or showers until further notice.

Remote learning

Although all pupils can now return to school, we must make sure we are prepared to deliver education in any eventuality, including local lockdowns. We also need to have provision in place for pupils to learn remotely if they are sent home to self-isolate. For these reasons, we have created a contingency plan for remote education, should it be required. We understand that each family's circumstances and ability to access to learning material for their children differs, which is why we are committed to doing all we can to help pupils who are learning at home.

You will receive wellbeing calls throughout the week from a member of your child's class team, please do inform staff if there is anything, we can do to support you further whilst your child is self-isolating.

The school will continue to provide pupils with access to learning materials remotely via Epraise, class emails and paper packs where required.

These remote learning arrangements are in place to ensure that all pupils have access to high-quality education while they are at home. These arrangements will help all pupils to learn alongside their peers and prevent them struggling with lesson content when they return to school. In the event of a local lockdown online wellbeing lessons will take place.

We advise you to make every effort to ensure that your child has access to and completes the learning materials provided. We understand that this poses its own unique challenges and, therefore, encourage you to contact your child's teacher via email, or the Epraise co-ordinator via epraise@miltonschool.org.uk, if you are experiencing any problems.

In the event of bubbles isolating or lockdown, there will be daily lessons for your child to attend. A timetable will be sent out for the week by the class teacher.

To ensure the safeguarding and safety of all school users we ask that pupils and parents adhere to the guidelines below.

We expect Pupils to be safe users of technology at home or at school. We will endeavour to teach pupils about safe and appropriate use of digital technology and pupils and parents must understand that inappropriate online behaviour will result in sanctions.

- Pupils will be able to join by signing in the scheduled meeting with their log in and password. Their log in is their username@miltonschool.org.uk and their password is the same as the password they use to log into iPad/computers at school.
- During a live lesson, Pupils will be able to hear and/or see their teachers.
- All Pupils cameras can be switched on and for the development of good habits for the future and we advise that Pupils are logged in to the session in a communal area e.g. not their bedroom and are appropriately dressed (e.g. not pyjamas). Please be aware of the background as other users will be able to see
- Once the lesson begins we ask that pupils follow the direction of the teacher to mute microphones so all users can hear what is being delivered.
- Pupils can use the 'hand up' feature or pop a question in the chat box.
- We hope that parents will be there to support if required, however it is not compulsory for parents to sit in the lesson.
- We know some parents will be juggling home schooling/ work/ child care , so we ask that you arrive on time for the start of the lesson, so people can plan their day
- To be able to engage with all activities a pen/pencil and paper maybe required so please come prepared
- Registers will be taken of who has attended so please use your full name when signing in.
- For the safeguarding and safety of all users please do not record or take any photos of the lesson
- Pupils not following the guidance or disrupting the lesson maybe removed from the live lesson

- During the lesson please keep up the high standards of behaviour that you show in school.

Thank you again for your continued support, we want the best for your child, and we will ensure they are provided with online resources, live lessons and support in the event of a future COVID school closure. If you need passwords or assistance, please contact your child's class teacher via Epraise or class email.

Local/National lockdowns

In the event of a local or full lockdown the school will be following the guidance issued by the government and Local Authority. We have no plans to close unless instructed to do so or for the Health & Safety of the whole school community.

Behaviour expectations

To ensure the school remains a safe place, we have made the decision to enforce additional rules with regards to social distancing and infection control. Pupils are expected to follow these rules. These rules include:

- Partaking in additional hand washing.
- Minimising close contact, where possible.
- Minimising contact with those outside of their bubble, where possible.
- Keeping to their area of school as much as possible
- Not spitting, biting, or displaying other behaviours that put others at risk.
- Putting soiled tissues in a bin.
- Queuing to use school facilities, where required.
- Keeping to their classroom seating plan.

Pupils who purposefully behave contrarily to these measures and put others at risk will be disciplined in line with our Behavioural Policy.

We understand, however, that these measures may be difficult to follow for some pupils, particularly if they are very young or experience difficulties with comprehension. The school will, therefore, consider each situation individually, work with pupils to educate them on the importance of social distancing and infection control measures, and reward positive behaviour.

Safeguarding

Our Child Protection and Safeguarding Policy was updated at the beginning of the lockdown period to account for a change in provision while the school was partially closed. This policy has been updated again to reflect that we are opening to all pupils. A copy of this policy is available on the school website.

We will need to know if your child has experienced any changes regarding their welfare, health and wellbeing that we need to be aware of as they return to school. We need to know this information so we can put the appropriate support in place for your family.

SEND support

All pupils have an EHC plan and we will strive to deliver the provision set out in the plan, working with external agencies where required.

Wellbeing

One of our key priorities as we fully open the school is ensuring pupils are given the wellbeing support, they need.

Pupils will be able to speak to the Access to Learning Team, face-to-face in school to discuss how they are feeling. These staff members will be on hand to support pupils themselves or to direct them to external support that may be required. We will also be distributing pupil wellbeing surveys.

Visitors on site

Visitors will only be allowed into any school buildings where it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents.

Parents that need to come into school will need to speak to the Principal to have it authorised. Meetings will only be held with parents where absolutely necessary and at a safe distance.

After-school care

We have determined that it is not safe to restart any after-school clubs at this time. After-school clubs will resume in September 2021

School trips

School trips will take place where appropriate and ensuring all COVID guidelines are adhered to.

Important documents

A number of school policies and procedures have been created and updated to reflect the provisions that are in place during the coronavirus pandemic, including the following:

- **Coronavirus (COVID-19): Full Opening Plan**
- **Coronavirus (COVID-19): Risk Assessment for Full Opening in September**
- **Social Distancing Policy**
- **Infection Control Policy**
- **Behavioural Policy**
- **Bereavement Policy**
- **First Aid Policy**
- **Complaints Procedures Policy**

Most of these documents can be found on the school website; however, if you cannot find what you are looking for, please contact the school office.

What can you do to help?

Your support and understanding are vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

- Remain vigilant for the symptoms of coronavirus
- Follow the government and local guidance at home
- Keep your child at home if they develop symptoms
- Ensure your child washes their hands before they leave for school and after they return home
- Adhere to your child's pick-up and drop-off times
- Keep pick-ups and drop-offs prompt – lingering on the school grounds without good reason is not permitted
- Maintain social distancing on or near the school grounds
- Communicate with school staff digitally instead of in person, e.g. via Epraise, Phone
- Use Epraise for home/school diary communication
- Positively reinforce good social distancing and infection control behaviours

Reporting concerns

Please raise any concerns in the first instance with your child's class teacher – contact details for staff are included in this document. The staff member will work with you to address your concerns and can escalate any concerns to the Vice Principal or Principal where required.

We thank you all for showing such resilience and support during these unpredictable times. The Milton Community has pulled together these past 18-months and shown great #TeamMilton Spirit. The health, safety and wellbeing of our community is at the forefront of all our decisions following guidance from the government.

Please stay safe and keep washing hands.