



Higham Lane School Covid-19 Health and Safety Control Measures

September 2020

Minimising contact with anyone who is unwell

WHAT THE SCHOOL WILL DO	WHAT PARENTS/CARERS SHOULD DO	WHAT STUDENTS SHOULD DO
<p>Anyone displaying COVID-19 symptoms will not be permitted to attend (staff or students)</p> <p>Information about COVID-19 symptoms will be shared.</p> <p>Daily verbal health checks with students on arrival.</p> <p>Assemblies/tutor sessions to include information about symptoms.</p>	<p>Be vigilant and keep children at home if they are displaying COVID-19 symptoms</p> <ul style="list-style-type: none"> • high temperature • new, continuous cough • loss or change to sense of smell or taste. 	<p>Inform parents/carers if they feel unwell.</p> <p>Listen to and act upon information re symptoms.</p> <p>Inform an adult at school if they feel unwell.</p> <p>Listen to and act upon information re symptoms.</p>
<p>If anyone becomes unwell with COVID-19 symptoms whilst at school, they will be moved to a COVID-19 isolation area and be sent home. They will be required to get a COVID-19 test.</p>	<p>Arrange for prompt collection from school if contact is made.</p> <p>Arrange for child to be tested if they are displaying symptoms.</p> <p>Inform the School of the outcome of the test.</p>	<p>Inform an adult at school if they feel unwell.</p> <p>Remain in the COVID isolation area until they are collected from school.</p>



WHAT THE SCHOOL WILL DO	WHAT PARENTS/CARERS SHOULD DO	WHAT STUDENTS SHOULD DO
If anyone in our school community tests positive, the School will take advice from Public Health England.	Regularly check communication from school. Inform the school of any positive Covid-19 test results involving your child or within your household.	
Where there is an increased risk of someone coming into contact with the virus (e.g. when administering first aid), we will provide personal protective equipment (PPE).		
Maintain accurate class registers for track and trace.	Inform the School as soon as possible if your child is going to be absent. Inform the school if the absence is due to quarantine enforced by track and trace.	Arrive to lessons on time so the register can be taken promptly.
Visitors to the site will not be permitted without an appointment.	If you need to speak with a member of staff, email the contactus@highamlaneschool.co.uk in the first instance. Meetings are likely to be conducted by telephone.	



Cleaning hands more often than normal

WHAT THE SCHOOL WILL DO	WHAT PARENTS/CARERS SHOULD DO	WHAT STUDENTS SHOULD DO
Remind students of the importance of handwashing through daily reminders and posters around the site.	Ensure that your child knows how to wash their hands effectively.	Follow the guidance on handwashing
Provide regular opportunities for students to clean their hands, for example, at the start and the end of the day, at the start and end of each lesson, at the start and end of break and lunch and at the end of the school day.	Remind your child of the importance of hand hygiene and using hand sanitizer safely.	Take every opportunity given to clean hands. Use hand sanitiser safely.
Remind students of the need to have their own personal hand sanitiser.	Ensure that your child has their own bottle of hand sanitiser.	Keep hand sanitiser With them at all times.
Provide stations with hand sanitiser around the school site.		Use sanitizer stations where they can't use their own hand sanitizer.
Educate students about the importance of hand hygiene.	Remind your child of the importance of hand hygiene and using hand sanitiser safely.	Listen to advice about the importance of hand hygiene and follow it.



Ensuring good respiratory hygiene

WHAT THE SCHOOL WILL DO	WHAT PARENTS/CARERS SHOULD DO	WHAT STUDENTS SHOULD DO
Remind students of the need to have their own personal pack of tissues.	Ensure that your child has their own tissues.	Keep tissues on them at all times.
Advise staff to open doors and windows to maintain good ventilation.		Students should be aware that rooms may be colder than usual.
Remind students of the importance of good respiratory hygiene through daily reminders and posters around the site.	Ensure that your child is aware of the 'catch it, kill it, bin it' advice.	Follow the guidance on good respiratory hygiene.
Ensure that every room has a bin so that students can follow the 'catch it, kill it, bin it' advice.	Remind your child to dispose of used tissues in the bins.	Use bins to dispose of used tissues.
Ensure the bins are emptied daily.		
Outline the School's expectations and provide advice and guidance regarding the wearing of face coverings.	Ensure that your child is aware of and understands the School's expectations, advice and guidance regarding the wearing of face coverings.	Meet the School's expectations when wearing a face covering. Follow the advice and guidance.



Cleaning frequently touched surfaces and avoiding spreading the virus through surfaces

WHAT THE SCHOOL WILL DO	WHAT PARENTS/CARERS SHOULD DO	WHAT STUDENTS SHOULD DO
<p>Cleaning schedules planned to ensure all rooms are regularly cleaned. Increase cleaning hours.</p> <p>Provide cleaning materials in classrooms for 'on the spot' cleaning.</p>		<p>Show respect to the cleaning team who will be more visible during the school day than normal.</p> <p>Co-operate with staff if 'on the spot' cleaning is required.</p>
<p>Inform students of the minimal equipment required to avoid unnecessary items being in school.</p>	<p>Ensure that your child has the equipment required (and no more than this).</p>	<p>Only bring in the equipment required.</p>
<p>Avoid activities where sharing of equipment is required. Where an activity does require us to provide equipment, students will be assigned their own set.</p>		<p>Avoid sharing equipment used by others.</p>
<p>Lessons will be planned to avoid sharing of equipment.</p>		<p>Avoid sharing equipment with other students.</p>
<p>With the exception of fire doors, keeping internal doors open to limit touch points.</p>		



Minimising contact and mixing

WHAT THE SCHOOL WILL DO	WHAT PARENTS/CARERS SHOULD DO	WHAT STUDENTS SHOULD DO
Students will be taught in year group 'BUBBLES' to avoid mixing with other year groups.	Ensure that your child wears their coloured lanyards (once issued) indicating their year group.	Wear coloured lanyards (once issued) so year groups can be easily identified.
Ensure students are collected from and returned to year group base areas at the start and end of each lesson and walk safely to and from lessons.	Talk to your child about behaving sensibly at all times.	Cooperate with staff instructions and expectations about conduct in base areas and when walking to and from lessons. Only move between rooms under the supervision of a member of staff. Become familiar with your timetable.
Ensure staff keep an appropriate distance from students.		Remain in seats in classrooms unless instructed to do otherwise.
Ensure students remain with their own year group at break and lunch time, with each year group in a designated area, using designated toilets.	Go through the accompanying PowerPoint presentation with your child and check that he/she is aware of the arrangements for his/her year group BUBBLE.	Remain in designated areas for break and lunch times.
Students from different BUBBLES will not be permitted to mix with each other on the school site. Student Services staff, the School Counsellor and other staff will collect students to avoid students from different BUBBLES mixing.	Remind your child of the importance of this and to continue to adhere to social distancing when away from the school site.	Remain with their BUBBLE at all times on the school site. Inform your teacher or tutor if you need Student Services, the School Counsellor or to see any other member of staff.



Where practicable rooms will be ventilated by keeping windows and doors open.	If the weather is cool, ensure that your child has a suitable coat that they can wear inside.	Students will be permitted to wear suitable coats (not hoodies) inside when windows are open.
Only essential visitors will be permitted onto site. Contractors on site will follow strict protocols.	Parents' meetings will take place by telephone and only in person if absolutely necessary.	

THANK YOU

We cannot eliminate the risk of someone
contracting the virus on site.
We CAN do all we can to reasonably mitigate
the risk.

Student and staff health, safety and well-being
remains a priority.

Thank you for your continued support.