Woodcroft Academy

Home Learning/ Covid-19 Closure Procedure

September 2020

If a child develops COVID symptoms;

- Child to be taken to the isolation room as soon as possible. Accompanying staff member to wear PPE (face mask, gloves, apron and maintain 2m distance from poorly child. Provide reassurance to child)
- Parents will be contacted to collect child immediately and advised that the whole household should self- isolate for 14 days, or until a test for the individual comes back negative. Any siblings of affected child to also be sent home. (Office & SLT to make phone calls, follow set script for giving information.)
- HH to inform Trust - Hub Leader ST
- HH to report this matter to Staffordshire County Council's Covid Response Team who can advise on next steps:
- Email: C19LocalOutbreakControl@staffordshire.gov.uk
- Parents of child showing symptoms must book Covid-19 test either through the NHS website or via NHS 119 www.nhs.uk/ask-for-a-coronavirus-test or phone 119

In the event of a <u>positive</u> COVID-19 case in a bubble;

- Parents will be contacted to collect all children from affected bubble immediately and advised that the whole household should self- isolate for 14 days, or until a test for the individual comes back negative. Any siblings of affected bubble to also be sent home. (Office & SLT to make phone calls, follow set script for giving information.)
- Staff in the bubble will be sent home to isolate for 14 days. Home learning will be set and monitored by the teacher in that bubble immediately. If the teacher in the bubble tested positive, work will be set by the other year group teachers and monitored by SLT.
- Office to contact any external agency who have been in working with that bubble to inform them of the positive outbreak.
- HH to inform Chartwell's Cleaning about outbreak: Bethany Sharrock - Bethany.sharrock@compass-group.co.uk
- Classroom and resources will be thoroughly cleaned and the classroom fogged.

- If any of the affected children are eligible for free school meals, food parcels will be arranged in conjunction with Chartwell's Catering to cover the absence period.

What is an Outbreak?

A setting is determined to have an outbreak when two or more individuals within 14 days of being identified with confirmed or suspected COVID-19 infection within the setting. However, it is recommended that you report any suspected or confirmed individual case to Staffordshire County Council Response Team, so that you get appropriate advice and early support.

In the event of an outbreak:

- HH to inform St Bart's Trust immediately
- HH to report to both Public Health England and Staffordshire County Council's Covid Response Team immediately.
- Report cases of COVID-19 (coronavirus) to: Staffordshire County Council Covid Outbreak Response Team by email: C19LocalOutbreakControl@staffordshire.gov.uk or telephone: 01785 355777
- The Health Protection Team in Public Health England using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I or by telephone to 0344 225 3560 (opt 0 opt 2)
- Public Health England will advise the school on next steps.

If the school is advised by Public Health England to close due to COVID-19;

- Parents will be informed via Parent Pay text and email service - SLT to issue statement for these, saved on Teacher Share Drive.
- Parents to be informed of the online learning that the children can access immediately - Spelling Shed, TT Rockstars, Oak Academy and Purple Mash.
- High quality, remote learning will be set and monitored by the teacher in that bubble which follows the curriculum sequence for the year group and ability.
- HH to inform Chartwell's Cleaning Services about outbreak.
- Classrooms and resources will be thoroughly cleaned and the classroom fogged.
- Parents will be kept up to date with a weekly bulletin via Parent Pay text and email service.