



St Anne's RC Primary
'We Grow Together in God's Love'



Covid Contingency Plan September 2021

Created: 26.8.21 Created in line with DFE Contingency framework click [here](#) and also Manchester Support Pack

Shared with staff: 1.9.21

To be reviewed: 1.10.21

Updated 22.9.21

Updated 4.10.21 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#accountability-expectations>

Issue	Actions to be taken
The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.	
Contacts	Rebecca Fletcher - COVID.trace@oldham.gov.uk Self-Isolation Service Hub on 020 3743 6715 DFE Helpline 0800 046 8687
Individual cases	<ul style="list-style-type: none">• Clear notification process for staff (whatsapp and notice board) and parents (text, website, letter) to use to notify school of positive cases.• Settings should notify local Public Health Teams through the Single Point of Contact using the following online form: https://forms.office.com/r/akv5y7YZFF. COVID.trace@oldham.gov.uk• Under 18s and double vaccinated adults will not need to self-isolate if they're a close contact of a positive case. But they will be strongly advised to take a PCR test and then if positive, will need to isolate.• Adults who are not vaccinated should still isolate if they are a close contact of a confirmed case of Covid-19.

	<ul style="list-style-type: none"> • Provide “warn and inform” letters recommending testing to groups of staff or students who may have been close to the case whilst they were infectious if identified as close contact.
Outbreak Threshold	<p>For most education and childcare settings, whichever of these thresholds is reached first might suggest you have an outbreak:</p> <ul style="list-style-type: none"> - 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
Response to outbreak	<ul style="list-style-type: none"> • Definition of an outbreak <ul style="list-style-type: none"> ○ Significant in-setting transmission ○ 10 % of a year group/class testing positive for COVID-19 within 14 days • Email your local Public Health Team via the Single Point of Contact to notify them of the situation. COVID.trace@oldham.gov.uk https://forms.office.com/r/akv5y7YZFF. • Gather relevant information on all cases including dates, year groups, classes and any connections between the cases. • Ensure appropriate staff from the education setting attend Outbreak Management Team Meetings. • Respond to recommended actions from any meeting including, see below: • In outbreaks with very high numbers, or with other complexities, and where other measures have not successfully controlled the outbreak, a DPH may advise short-term partial closure of a setting, such as sending home a year group. High-quality remote learning should be provided for all students well enough to learn from home. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers.

<p>Control measures</p>	<ul style="list-style-type: none"> • Reinforce all baseline measures, such as ventilation and hygiene. • Consider additional control measures that can be applied including face coverings, staggered start and finishing time or bubble management. • Reinstating face coverings for students, staff and visitors in communal areas in schools and colleges for a time period agreed with your local Public Health team. • Reinstating face coverings for students, staff and visitors in all indoor spaces in schools and colleges for a time period agreed with your local Public Health team. • Reinstating on-site rapid LFD testing in schools and colleges for a time period to be agreed to encourage uptake of twice weekly testing. • Asking those who have been in contact with a positive case to test themselves at home daily using LFD for a seven-day period (this could be a class or year group). This would be in addition to close contacts of positive cases taking a PCR test when contacted by the NHS Test and Trace Service <p>In extreme cases, and where the above measures have not broken chains of in-setting transmission, a DPH may advise short-term partial closure of a setting, such as sending home a year group (as they could any workplace experiencing a serious infectious disease outbreak). High-quality remote learning should be provided for all students well enough to learn from home. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers, unless those pupils are positive cases themselves.</p>
<p>Home learning</p>	<ol style="list-style-type: none"> 1. To maintain teaching and learning of the curriculum, the school will provide pupils with appropriate tasks and work to carry out at home. School will set class work using Google Classroom. 2. Where homes and pupils do not have access to computers or the internet, school will offer hard copies to parents for collection so that those pupils are not disadvantaged.

	<ol style="list-style-type: none"> 3. Where they cannot be provided by the pupils' homes, the school will do its best to provide appropriate materials and the other essentials necessary for pupils to learn e.g. writing materials, rulers, pencils, paper, colouring materials and work books. 4. Teachers will maintain regular contact with their pupils through Google Classroom so that they can support learning. 5. School will follow the DfE guidelines and make appropriate provision for the continuing safeguarding, care and support of all pupils, especially those who are vulnerable. 6. School will do all that it can will within its resources, to offer appropriate support to those with SEND and ECHP 7. School will remain available to offer help and advice to parents who request support with the provision of learning at home. <p>See Home Learning Policy</p> <p>Julie/office staff will ensure CT know of any children who are self isolating and need work setting</p> <p>CT to inform SLT /Pastoral if child not engaging and follow up phone call to be made</p> <p>4.10.21 Recovery premium for disadvantaged children to be used as catch up- see PP document by Dec 31st 2021</p>
SEND/Vulnerable children	<p>Class teacher as well as Pastoral lead and SENCO to do daily phone calls home to check home learning is taking place and to support families.</p> <p>In certain cases in which communication is poor the HT/DHT/Pastoral lead will conduct home visit in line with guidance from Social care and also PHE</p>

Appendix A : Warn and Inform letter

Date: [DD/MM/YYYY]

Warn and Inform

Dear Parent/ Carer,

We have been advised by Oldham Council's Public Health Team that there has been a confirmed case of COVID-19 within the [early years childcare provider/ nursery / school - delete as appropriate].

In line with the national guidance, children aged under 18 years are no longer required to self-isolate if they are a close contact of someone who has tested positive for COVID-19.

Your child and other members of your household can continue normal activities provided your child does not develop symptoms.

People who have been in contact with someone who has tested positive with COVID-19 are advised to get a PCR test, whether or not they have symptoms. If this test is positive, they must isolate for 10 days. PCR tests can be booked via <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or by calling 119.

What to do if your child develops symptoms of COVID-19

If your child develops symptoms of COVID-19, they must isolate and you should arrange a test for your child via <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or by calling 119.

If the test result is positive, your child will be required to self-isolate for a period of 10 days from the day that their symptoms started. Please inform us if your child has a positive test result.

If your child's test result is negative, they can continue with their normal activities if they are well enough to do so.

Please visit the link to Public Health England's guidance for households with possible Covid-19 infections:

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

Symptoms of COVID-19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or;
- high temperature and/or;
- a loss of, or change in, normal sense of taste or smell (anosmia).

However, people frequently present with a wider range of symptoms. If you or your child feel newly unwell, then please access a PCR test. For many people, coronavirus (COVID-19) will be a mild illness.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting COVID-19:

- wash your hands with soap and water often – do this for at least 20 seconds;

- use hand sanitiser gel if soap and water are not available;
- wash your hands as soon as you get home;
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze;
- allow ventilation in the house through opening windows;
- put used tissues in the bin immediately and wash your hands afterwards.

Test and Trace Support Payments

If a person is asked to self-isolate by NHS Test and Trace and is on a low income, unable to work from home and will lose income as a result, they may be entitled to a payment of £500 from their local authority under the Test and Trace Support Payment scheme. This now applies to parents/ carers who cannot work from home and will lose income by self-isolating or staying at home to care for the child.

Further details are available via: <https://www.gov.uk/test-and-trace-support-payment>

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>.

Yours sincerely,

Mrs A Wainwright
Headteacher

Appendix B – STEP BY STEP GUIDE

1. If a child or staff member is displaying symptoms send home immediately
2. If waiting for collection, wait in meeting room and use disabled toilet (this must be thoroughly cleaned after)
3. Advise parents to do PCR test and inform school of results
4. Inform COVID.trace@oldham.gov.uk
5. Collect information on who has been close contact with the child or staff member
6. Inform staff via Whatsapp and notice board
7. Inform parents via text

8. Send out Warn and Inform letter (unless advised not to by Oldham Track and Trace)

If more than 5 cases with in 10 days gather all information and contact COVID.trace@oldham.gov.uk
[\(see above\)](#)

