



The
**COUNTY
HIGH SCHOOL**
Leftwich

Achieving Excellence

Principal Mr M Snelson BSc (Hons), PGCE, MSc

12th November 2020

Advice to All Parents/Carers – Single confirmed case of COVID-19

Dear Parents/Carers

We have been informed that there has been a confirmed COVID-19 case of one of our members of staff.

The member of staff has not been in school since Friday (6th November). Their symptoms did not begin until Tuesday evening (10th November). Therefore, the member of staff has not been in school for well over 48 hours since their symptoms started. Public Health England guidance states that people are only infectious for up to 48 hours prior to their symptoms starting.

Indications strongly suggest this case, like our previous confirmed cases are not linked and originated from outside of school.

The school remains open and your child should continue to attend if they remain well. We are continuing to rigorously implement control measures to ensure the school is as safe as possible. Our control measures are attached to the end of this letter for reference.

We know that you may find this concerning but we are continuing to monitor the situation and are working closely with Public Health England. Please also be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

I shall continue to update parents/carers as appropriate.

Yours sincerely

Mr M Snelson
Principal



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Public Health England Advice and Guidance

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they must not come to school and should remain at home for at least **10 days** from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

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

The 14-day period starts from the day when the first person in the house became ill.

Household members should not go to work, school or public areas and exercise should be taken within the home.

If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

Symptoms

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

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

For most people, coronavirus (COVID-19) will be a mild illness.

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.



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 ill with COVID-19

Do

- 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
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

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



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Arrangements and Procedures

Face Coverings

- All students and staff to wear an appropriate* face covering whenever they leave their classroom and whilst inside the school building, except for those students or staff who are exempt.
- For those students not exempt, **please ensure your child has a face covering, and a sealable plastic bag to safely store it, with them every day.** We have a small stock of face coverings available for those students who forget their face covering. However, we will monitor this carefully and may need begin charging for face masks in the future.
- Students, staff and visitors must follow the guidance on how to wear, take off and store a face covering – *See Table 6*. Students will be reminded of this guidance in school and reminded to wear their face covering at the end of every lesson.
- All adults to wear a face covering when visiting or entering the school premises including outdoor areas, except those who are exempt. We will continue to keep the number of visitors to a minimum, meetings will be held online where possible or outside of school hours and always by appointment only.

*An appropriate face covering, includes:

- A mask or shield
- Masks should only cover the mouth and nose - no balaclava type masks
- Masks must not have any inappropriate content on them

The School Day

- At the start of the day and the end of the day **times will be staggered** - *See Table 1*. Please look carefully at the start and end times for your child's year group
- Students will use dedicated **year group entrances and exits** and must use these at the start of the day, for break and lunch and at the end of the day, with the exception of an emergency evacuation – *See Table 1*
- All students will stay, as far as possible, in the **year group zones** of the school, in their year group bubble – *See Table 2*
- Students will have a **Tutor Time** session either at the start or the end of the day
- We will be open from **07:30** to accommodate students who choose to travel outside of peak times. Students arriving earlier than their year group start time should enter via the Student Entrance (by the Hall) and will be directed to wait in the **Hall/Canteen**, socially distanced from one another. Students needing to stay later than their year group end of day time can use the **Hall/Canteen at the end of the day** until 16:30 – again, socially distanced
- Students and parents/carers must **not gather or wait on site or the surrounding area** at the start and/or end of the day
- Students travelling by **public transport must follow the guidelines** regarding the wearing of a mask and the safe removal and storage of it – *See Table 6*



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The School Curriculum

- All students will follow a standard timetable and will study **all** their subjects from September
- All students will have **specialist teachers** for their subjects, wherever possible
- **Year 10 and Year 11 students will have lessons in specialist rooms**, where required, with the exception of Science, which will be delivered in standard classrooms
- Year 9 will have some lessons in specialist classrooms
- **Year 7 and 8 will have some lessons in standard classrooms and some in specialist rooms.** Therefore, the content of the curriculum will be adapted accordingly
- We will continue to provide full educational and care support for those pupils who have SEND, although we may need to adjust the delivery of this support
- **PE lessons will continue**, with an appropriate curriculum and students will be required to **attend school in their PE kit on the days they have PE.** They will remain in their kit for the duration of the day. Students can wear track pants/leggings/jogging bottoms for PE until further notice. Students are to wear full uniform, including their tie, at all other times

Catering Arrangements

- Each year group will have their **own area for break and lunchtime** and a limited selection of food will be available to purchase in these areas - *See Table 3*
- Wherever possible, we would encourage students to **bring their own packed lunch and enough drink to last them for the day**

Risk Assessments

Our **risk assessments**, which have been created in conjunction with the Sir John Brunner Foundation and following all the guidelines from the Department for Education, Public Health England and various unions and associations, have been used to generate our '*new ways of working*'. These have been developed and have evolved utilising the Department for Education's 9 system control measures, designed to keep us as safe as possible. We have maximised the use of these system control measures, to effectively minimise the risks – *See Table 4 and Table 5.*

All colleagues and students will be fully inducted in our new ways of working. **It is every member of The County High School, Leftwich community's responsibility to ensure the school stays as safe as possible by following these new ways of working.**

We all must ensure that we respect each other's space and follow social distancing rules. **Students must not be within 2 metres of teachers and/or support staff**, wherever possible. In every classroom there is tape on the floor to indicate the **Teacher Zone**, which **students must not enter**. Students must **clean their hands frequently** with soap and water and use hand sanitiser, which is available in numerous places around the school, including in every classroom – *See Table 4 and Table 5.*



Students must not attend school if they or a member of their household has any of the symptoms of COVID19. If a student becomes unwell with COVID19 symptoms, they will be isolated and we will ask that they are collected as soon as practically possible. Anyone who displays symptoms of COVID 19 can and should get a test. Table 6 provides the link to book a test through the NHS. Additionally, should any student have been to a country requiring them to quarantine on return, **they should not return to school** until the quarantine period has elapsed – *See Table 6.*

Behaviour Expectations

We continue to expect students to:

- **Be ready to learn**
- **Be respectful and safe**
- **Embrace opportunities**

Please find a link to our Behaviour for Learning policy, *see Table 6*, which **clearly identifies our expectations and the consequences if these expectations are not met.**



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Table 1 – Staggered Start and End of the day – Dedicated Year Group Entrances and Exits

| | Entrance and Exit | Start of Day | End of Day Time |
|---------|-------------------|---|-----------------|
| Year 7 | Main Office | 08:30 – Students proceed to Tutor Group Room | 15:00 |
| Year 8 | Service Drive | 08:40 – Students proceed to Tutor Group Room | 15:10 |
| Year 9 | Student Entrance | 08:50 – Students proceed to Tutor Group Room | 15:20 |
| Year 10 | PE Door | 09:00 – Students to proceed to Period 1 Teaching Room | 15:30 |
| Year 11 | A15 Door | 09:15 – Students to proceed to Period 1 Teaching Room | 15:40 |

Table 2 – Year Group Zones

| Year 7 Zone | Year 8 Zone | Year 9 Zone | Year 10 Zone | Year 11 Zone |
|-------------|-------------|-------------|----------------------|--------------|
| B2 | A14 | B11A | A3 | B19 |
| B3 | A15 | B13 | A4 | B20 |
| B6 | A18 | B14 | A7A (Fitness Studio) | B21 |
| B8 | A19 | B15 | | B22 |
| B9 | A21 | B15A | A8 | B23 |
| B10 | A22 | B16 | A9 | B24 |
| B11 | A23 | C4 | A12 | B25 |
| | A24 | | A13 | B26 |
| | | | C1 | |

Table 3 – Break and Lunchtime Arrangements

| | Break Lunchtime Food Serving Area | Break/ Lunchtime Area |
|---------|--|--------------------------------------|
| Year 7 | Study Zone | Field (Next to MUGA) |
| Year 8 | Hall | Field (Upper Service Drive) |
| Year 9 | Canteen | Internal Quad (Hall) / Tennis Courts |
| Year 10 | Fitness Suite | Field (Long Jump) & Main Office Quad |
| Year 11 | Gym (Access from Science Apron via PE Store) | Field (Shot Put) |



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Table 4 – System Control Measures

| Prevention | Response to any infection |
|---|---|
| 1. Minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school | 7. Engage with the NHS Test and Trace process |
| 2. Where recommended, use of face coverings in schools. | |
| 3. Clean hands thoroughly more often than usual | 8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community |
| 4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach | 9. Contain any outbreak by following local health protection team advice |
| 5. Introduce enhanced cleaning , including cleaning frequently touched surfaces often, using standard products such as detergents and bleach | |
| 6. Minimise contact between individuals and maintain social distancing wherever possible | |
| 7. Where necessary, wear appropriate personal protective equipment (PPE) | |

Table 5 – System Control Measures Reminder







-  Minimise contact with those who are unwell – if you or someone in your household has the symptoms do not attend school
-  Enhance hand hygiene – wash/sanitise your hands frequently and always as you enter and leave the building
-  Good respiratory hygiene – catch it, bin it, kill it
-  Increase cleaning procedures
-  Wear a face covering when out of lessons and in the building
-  Minimise contact and mixing with others – give each other as much space as possible



Table 6 – Links to Guidance/Advice/More Information/Policies

| Guidance | Link |
|--|---|
| The County High School Leftwich Induction Film | https://www.youtube.com/watch?v=Yiau3tszT-E&t=138s |
| The County High School Leftwich Behaviour for Learning Policy | http://www.leftwichhigh.com/documents/Policies/behaviour_for_learning.pdf |
| Guidance for the full opening of schools | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools |
| Safer Travel Guidance | https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings |
| Face Coverings in Education | https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education |
| Face Covering Guidance | https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own |
| How to Safely Wear, Take Off and Store Face Masks | https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html |
| Foreign Travel Corridors – guidance when returning from abroad | https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors |
| Testing and tracing for coronavirus | https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ |

