

Willow Lane, Lancaster, LA1 5PR.

Telephone: 01524 65880

E-mail: head@willow.lancs.sch.uk Website: www.willow.lancs.sch.uk

Headteacher: Lucy Naylor

COVID- 19 Enhanced Precaution Measures

When there is a confirmed case of COVID 19 within school we act in accordance with the DFE and Lancashire Health Protection Team. Below we have attempted to outline out Step up and Step down procedures in line with this. Parents will now receive a text when we have gone into Step up and when we go back into Step down so that we are all working together on the steps outlined below.

Key differences to previous responses:

- Bubbles will not close unless advised to so by Lancashire due to lack of staff able to run the year group.
- Children are not expected to isolate if they go for a PCR and are well. They are only expected to
 isolate whilst awaiting a PCR test if they have symptoms- high temperature, new cough and lack of
 taste or smell.
- In Step Up procedures, children will be asked to isolate with their siblings for 10 days when their sibling receives a positive results.

STEP DOWN: LOWER LEVELS OF POSITIVE COVID-19 CASES

Case Level: Fewer than 5 or more positive cases in one year group and fewer than 10% positive cases across school population.

In School:

- Children in mixed year group bubbles (UKS2/LKS2/KS1 and EYFS) where possible. See Step Down playground and lunch rota. This include after-school clubs.
- Key stage assemblies in hall. Whole school assemblies possible when cases are low and with agreement with of the headteacher.
- Visitors socially distance where possible. Virtual meetings still encouraged (e.g. outside agencies).
- Good ventilation maintained.
- Enhanced cleaning in place. Lunchtime cleaning of tables by teaching staff.
- Good hygiene reminders for all children. Children to hand wash on exit to lunchtime and hand sanitise on entry in morning and entry to lunch.
- Staff to maintain social distancing where possible. For example, when visiting other classes, limiting staff numbers (1 for each year group) for pastoral meetings.
- Masks optional.
- Class and key stage assembly singing allowed.

STEP-UP: HIGHER LEVELS OF COVID-19 CASES

5 or more cases in one year group **and/or** 10% or more cases across school population.

In School:

- Classes act as individual bubbles for children.
 See Step-Up playground and lunch rota.
- After school clubs closed.
- WOOSH club to separate key Stage 1 and Key Stage 2 (use hall).
- Social distancing measures in place for staff where possible. Limits on numbers in rooms.
- Daily testing for staff in affected bubbles.
- Virtual assemblies only.
- Increased ventilation.
- One-way systems in place.
- Essential visitors only. Visitors must wear masks if not working directly with children.
- Reassessment of school visits.
- Enhanced cleaning in place. Children to hand sanitise on entrance to school, after playtime, before dinner and after lunchtime. Children to hand wash on exit to lunchtime. Lunchtime cleaning of tables and chairs and end of school by teaching staff.
- Siblings/household of children with positive cases or symptoms isolate.

•	Only socially distanced or digital staff
	meetings/CPD (whole staff).

- Virtual meetings where possible.
- Masks worn in shared areas and for in-person meetings.

Out of School:

- Continue to drop off and go in morning and pick up from outside classrooms and leave swiftly.
- Face Masks are optional
- Try to maintain social distancing where possible.

Out of School:

- Continue to drop off and go in morning and pick up from outside classrooms and leave swiftly.
- Parents requested to wear masks.
 Maintain Social Distancing
- Parents of children in classes advised by school are to book their child in for a PCR test (they should try to do this around school opening hours).

Remote Learning when Isolating

It is now expected that all children access online learning when isolating, unless they are not well enough to do so.

Remote Learning will be accessed through Seesaw/ Tapestry.

If you do not have access to a device or need the username or password for your child's account, please contact the office. We have devices and the children are used to using Seesaw, therefore they should be accessing online learning.

• First Two Days (whilst awaiting PCR outcome)

Two days of activities will be uploaded. Children should work through these at their own pace.

After Two Days (assuming a positive PCR test)

The office will phone home to ask if the children are well enough to access remote learning and whether the family need any support. They will pass this information on to the class teacher.

If well enough to access home learning

Lessons- Videos, explanations and tasks will be uploaded from the previous day during the afternoons. Children are expected to complete these tasks. Feedback will be given on these tasks in the afternoons.

If not well enough to access home learning

We ask that parents inform school as to when their child feels well enough to access home learning and work will be set for the following morning.









