



Mesne Lea Primary School

Working together for individual excellence

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September 2021

PARENT/CARER COVID HANDBOOK

Context:

Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priorities:

- To deliver face-to-face, high-quality education to all pupils.
- The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Control measures:

Schools must:

1. Ensure good hygiene for everyone.

Hand hygiene - frequent and thorough hand cleaning should now be regular practice, this can be done with soap and water or hand sanitiser.

Respiratory hygiene - The 'catch it, bin it, kill it' approach continues to be very important. The [e-Bug COVID-19 website](#) contains free resources for you, including materials to encourage good hand and respiratory hygiene.

Use of personal protective equipment (PPE). Most staff in schools will not require PPE beyond what they would normally need for their work.

2. Maintain appropriate cleaning regimes.

Implement and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.

3. Keep occupied spaces well ventilated.

- When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.
- Identify any poorly ventilated spaces and take steps to improve fresh air flow in these areas
- Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.



- Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).
- Consider the need for increased ventilation whilst maintaining a comfortable temperature.
- CO2 monitors will help staff in identifying where ventilation needs to be improved. Further information will be issued as monitors are rolled out.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Symptoms of COVID-19

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

- A new continuous cough: this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- A high temperature (fever) - NHS advice is to look for a high temperature – ‘this means you feel hot to touch on your chest or back; you do not need to measure your temperature’.
- A loss of, or change in, your normal sense of taste or smell (anosmia).

Any one of the above symptoms gives reason for a high level of suspicion for COVID-19.

There are other less common symptoms of COVID-19, so individuals are able to book a COVID-19 test for child/ren who attend school if they feel unwell with ‘non-classical’ COVID-19 symptoms.

Non-classical symptoms include:

- Vomiting/nausea/off your food
- Diarrhoea
- Sleeping more than usual/extreme tiredness
- Listless/restless/agitated
- Shortness of breath
- Feeling cold
- Headache
- Severe body aches
- Sore throat
- Congested or runny nose
- Skin rash
- Complaining of anything that is not feeling themselves

When an individual develops COVID-19 symptoms or has a positive test

Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in your school develops COVID-19 symptoms, however mild, they should be sent home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.



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If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Staff member supervising the children will clean the area after the child have left.

The household (including any siblings) should follow the Public Health advice.

Asymptomatic testing

Staff will be expected to undertake LFD tests on a Sunday evening and Wednesday evening. If a positive result is evidenced, then staff must report this immediately to the Headteacher and book a PCR test. Please note that LFD tests should only be used by people who are not displaying any symptoms.

Confirmatory PCR tests

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Tracing close contacts and isolation

Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, if any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons



Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so.

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see the outbreak Management plan) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

PRACTICES IN SCHOOL TO STOP THE SPREAD OF COVID

In order to deliver on the above priorities, we have decided to keep some of our daily routines and procedures the same as they were in the summer term. These controls include:

- Access to the school building and site will be strictly controlled – no-one will be allowed in school unless they are healthy and invited
- Handwashing for staff and children will be mandatory
- Playtime and lunchtime rotas to avoid large numbers of pupils mixing
- Additional cleaning will remain a feature of normal operation
- Staff will be expected to social distance from each other
- All social gatherings will continue to be delivered remotely, this includes assemblies, staff meetings and performances
- Parents exiting and entering the school site from different entry points

Some restrictions will **cease** and will only be reintroduced in the event of an outbreak, subject to Public Health guidance.

We have a dedicated Health and Safety Committee, who meets regularly to review practices in school to ensure that pupils and staff are safe.

Resources

Uniform

Children will be expected to wear full uniform but this will need to be washed more regularly than usual.

PE Kits

Pupils should wear their PE kits to school on PE days and ensure that they have a named waterproof hooded coat so that they can still access the outdoors. Your child's PE days will be confirmed by your class teacher via Class Dojo by next Wednesday.

Stationery:

Y2 – Y6 children will be permitted to bring in pencil cases into school, but it is expected that all resources will remain in school. **School will provide all key stationery and will ensure that staff and pupils do not share resources.**



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Children will only be allowed to bring the following items into school:

- **Named water bottle** can be taken home on a daily basis to be washed and filled with fresh water
- **Named lunch box** containing lunch if not on school meals – plastic lunch boxes are ideal due to ease of cleaning
- **Named school book bag** – personal bags, e.g. rucksacks should be avoided
- **Named fleece** in the colder months due to the windows and doors being open
- A **named waterproof hooded coat** would be useful in order for pupils to access outdoor provision

Reading books

Once a week, children will be expected to return their home reading books, which will be put into a quarantine box. Staff will clean the books and store them for 72 hours to avoid cross-contamination. The day will be determined by the Class teacher, who will inform parents/ carers via Class Dojo.

Resources for SEND pupils

As part of our vision for meeting the needs of SEN pupils, we will be providing pupils with taskbags, which are small opportunities for children to close the gaps in their learning.

Shared resources

Any shared resources such as laptops and PE equipment that have been used by a year group bubble will be cleaned thoroughly before use. We will attempt to keep resources within bubbles, however, there may be instances where this is not possible, in such instances, we will allow a period of 72 hours between different bubbles.

Regular handwashing

As soon as entering school, children will be asked to sanitise or wash their hands. Children will also be sent to wash their hands regularly throughout the day and to sanitise or wash before going home. The rationale behind this approach is to *minimise the risk of cross-contamination*.

Soft furnishings

All soft furnishings will be removed from classrooms and communal spaces to minimise risk.

Cleaning

In order to ensure that our school is safe, we have developed a comprehensive cleaning schedule, which includes the following:

- 5:30am – 8:15am – Cleaning of the whole school site
- 10:00am – 10:30am – Site Officer will clean all of the high-touch areas across school/ TAs working in a phase will clean the toilets to avoid cross-contamination.
- 1:00pm – 1:30pm – Site Officer will clean all of the high touch areas across school/TAs working in a phase will clean the toilets to avoid cross-contamination.



Staff cleaning responsibilities:

Throughout the day, staff are responsible for cleaning all of the high-touch areas in their own classrooms, e.g. door handles, buttons on the IWB and desks. Staff are responsible for cleaning up after themselves when using the kitchen facilities. If a child is sent home with symptoms, staff must wipe down the desk where the child has been sat, remove all items from the child's desk and quarantine them for 72 hours. Each classroom will have a cleaning box containing – blue roll, cleaning spray, hand sanitiser, tissues and anti-bacterial wipes. If your cleaning box is running low of any of the listed items, please report this to the Headteacher and the School Business Manager. Year 2 pupils upwards, are expected to help to keep their space clean by wiping down their desks and wiping shared resources that they have used.

The Organisation of the School Day

Travelling on Public Transport

Some families may travel on public transport to get to school, so we would ask that those individuals wear face masks in order to minimise cross-contamination. On arrival at school, we would ask that if you wear a face mask that you dispose of it safely using the correct procedures. Please see the support material in the COVID section for a guide on how to remove PPE.

Start and Finish Times

For all pupils, school will start at 8:50am and finish at 3:30pm, but we will still ask parents to follow the one-way system in place. Pupils who access the Cherry Tree Room will arrive at 8:55am and 3:25pm.

Drop-Off

Year group	Entrance	Exit
Nursery	Main School gate and through the side gate in-front or the main school Reception	Arthur Street gate
Reception	School Playground gates	Arthur Street gate
Year 1	Main school gates	Through Year 1 outdoor provision and through the main gate
Year 2	School Playground gates	The new Year 2 outdoor provision and through the main gate
Year 3	Playground gate nearest to the Loop line	Arthur Street gate
Year 4	Playground gate nearest to the Loop line	Arthur street gate
Year 5	School Playground gates	Arthur Street gate
Year 6	School Playground gates	Arthur Street gate
Cherry Tree Room	Main school gates via Nursery	Main School gates

Pick-up

Year group	Entrance	Exit
Nursery	Main School gate and through the side gate in-front or the main school Reception	Arthur Street gate
Reception	School Playground gates	Arthur Street gate
Year 1	Main school gates	Through Year 1 outdoor provision and through the main gate



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Year 2	School Playground gates	The new Year 2 outdoor provision and through the main gate
Year 3	Playground gate nearest to the Loop line	Arthur Street gate
Year 4	Playground gate nearest to the Loop line	Arthur street gate
Year 5	School Playground gates	Arthur Street gate
Year 6	School Playground gates	Arthur Street gate
Cherry Tree Room	Main school gates via Nursery	Main School gates

Dealing with concerns or queries

If a parent needs to speak to a member of staff, they should drop off their child at the designated time and place and then proceed to the school office, where they can make an appointment for a telephone conference or a meeting via Microsoft Teams. The Headteacher will be available on the gate every morning and after school.

Toast

At this current time we are unable to offer toast, but we appreciate that pupils may become hungry, so children may bring in a healthy snack. As we are a healthy school, chocolate, sweets and crisps do not constitute a snack, so will therefore not be permitted.

Milk

EYFS pupils will continue to access milk for free.

Playtimes

Playtime rotas will be in place as usual.

Lunchtimes

Lunchtime rotas will be in place, with all pupils eating their lunch in the dining hall. Pupils who have packed lunches will be able to bring their lunch in a lunchbox.

Extra-curricular clubs

Extra-curricular clubs will resume with year groups being offered specific clubs. Extra-curricular clubs will commence the week beginning Monday 13th of September.

Wraparound care

Our wraparound care will resume its normal opening hours:

Breakfast provision – 7:30 – 9:00

After-school provision – 3:30 – 6:00

Children will be encouraged to use the outdoor space as much as possible. The usual charges will apply.



Classroom Organisation

Seating arrangements

Classrooms will be organised effectively to ensure that there is sufficient space between pupils wherever possible. Adaptations to classrooms and teaching will include:

- Seating pupils side to side and facing forwards rather than face to face or side on
- Unnecessary furniture will be moved out of classrooms to make more space

Movement around the classroom

Whilst in the classroom, Year 2 to Year 6 children will be expected to remain at their specific desk throughout lesson time except when going to the toilet or when instructed to move to another area by the adults in the classroom.

Ventilation

Doors and windows will be kept open throughout the day, except for fire doors which will need to remain closed. This means that, on some days classrooms may be cooler, so please ensure that your child is wearing extra layers such as a vest or t-shirt under their uniform. The new intervention space has been approved as being safe, but staff must ensure that when they access any of the rooms that they put on the air conditioning to allow air to flow through the room from the roof. Staff must also ensure that all doors are kept open to ensure the free flow of air.

Behaviour Expectations

Addendum to Behaviour Policy – May 2020

The coronavirus has taken its tolls on children's mental health and well-being – leaving them frightened, insecure and isolated. Children experience a crisis like this differently to adults. They pick up on anxiety around them and get de-stabilised by dramatic changes in their daily routines and strict restrictions in their movements. Their emotions become disturbed and confused. Many begin to act out their tension through challenging behaviour or withdraw into their shells.

Daniela Buzducea, World Vision Global Advocacy Leader

This quote reveals the importance in using a positive behaviour policy which actively seeks to reward those pupils who make the right choices. For those pupils, who make the wrong choice, there are sanctions, but we will try to encourage them to turn their behaviour around.

Amendments in response to the coronavirus are identified below:

<u>Rewards</u>	<u>Behaviours</u>	<u>Sanctions</u>	<u>Behaviours</u>
Dojo awarded to individuals in houses	Follows expectations about sneezing, coughing and the disposal of tissues	Raincloud System	Coughing or spitting at or towards any other person.
House Points	Following any altered routines for arrival or departure.	Verbal sanction	Fails to dispose of tissues appropriately.
Stickers – Phase 1	Following school instructions on hygiene, such as	Individual Behaviour Plan	Taking other children's equipment.
Phase 2 – add stickers to class list chart			Not following school instructions on hygiene, e.g. handwashing and sanitising.



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Certificates	handwashing and sanitizing regularly.	Dojo	Not following school rules on moving around the building.
Verbal Praise	Following instructions on who pupils can socialise with at school.	Miss breaktime – sit with Ms Nelson in the hall	Aggressive behaviour
Celebration assembly	Follows rules on the use of equipment.	Discussion with parents	Disrespect
Extra Playtime	Moving around the school as per specific instructions (for example, one-way systems, out-of-bounds areas, queuing).	Child to be collected by parents if they become aggressive	Answering back
	Being on task		Disturbing others
	Being ready to learn		Shouting out
	Displaying key learning qualities: Participation Perseverance Resilience Cooperation Independent learning Teamwork Helping others		Unkind words
	Excellent presentation of work		Swearing
	Good manners		Defacing work
			General inappropriate behaviour outside the classroom
			Being off task
			Bad manners



The Curriculum expectations

As a school, we will continue to focus on the well-being of our pupils. Our priority will be to ensure all children are safe and happy on returning to school. We will focus on reading, writing and maths in the mornings. In our English lessons, we will focus on developing our writing skills and our stamina for writing by using engaging and age-appropriate texts. We will continue to have a focus on reading, as this is an essential life skill, which also impacts on a range of other lessons. Children will have access to school reading books and should be encouraged to read widely at home as well. In maths, we will continue to use White Rose Maths and address any gaps the children may have by overlearning number skills, such as multiplication. We will also incorporate daily mindfulness tasks and a weekly PSHE lesson to ensure that pupils are being supported whilst they transition back into school routine. Our focus will be on understanding the importance of developing relationships. In the afternoons, we will provide the children with a range of subjects, providing them with the opportunity to learn about the world around them.

Educational Visits

Educational visits will continue unless a local outbreak occurs, which will lead to the implementation of the school's outbreak plan.

Remote learning opportunities

We have developed our home learning opportunities via the Class Dojo learning platform, which will enable staff to interact with any pupil who is shielding at home due to being extremely clinically vulnerable. Please refer to our Remote Learning section on the school website.

Home/ School Agreement

We have created a home/school agreement, which identified the key responsibilities for staff, parents and pupils to ensure that social distancing and infection control protocols are adhered to. Parents are asked to read the agreement and confirm with the Class Teacher via Class Dojo or Tapestry that they have read it and shared it with their child.

Travel and quarantine

Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.

Mental health and well-being for parents/ pupils

As part of our commitment to well-being, we have purchased lot of resources, which will be uploaded onto the school website. Steph Pipe, Educational Psychologist, has delivered a session for parents on how to manage their own well-being, as well as their child's mental health. Steph has also delivered a training session with staff to share strategies on how they can manage their own well-being. Maddie Harris, our Place2Be worker, who is in school on Wednesdays and she is based in our new Therapeutic Room. She works with pupils who struggle to manage their mental health. As part of her role, she has also been equipping staff with the skills to manage the needs of pupils who may be struggling with their mental health and well-being.

Vulnerable Pupils

The Safeguarding team will produce and disseminate a list of vulnerable pupils to ensure that staff are aware of the needs in their class. This list will be reviewed on a half-termly basis.

Pupil Attendance

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by Public Health England or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they



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should be recorded as code I (illness). For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.

Medical Needs

If a child has medical needs, parents must ensure that they send into school any equipment that is required, e.g. epi-pens or inhalers. Any medical equipment will have to remain in school, in order to limit the risk of cross-contamination. If a parent or pupil are classed as extremely clinically vulnerable and feel that they need to shield at home, please can you notify the school office as soon as possible. Some pupils may struggle to manage their own personal care needs, so staff may be required to support them in managing their own needs. Staff will undertake risk assessments which will be shared with parents.

Feedback on the risk assessment

The risk assessment will be reviewed regularly and will be updated on the school website.

COVID Section on website

We will continue to update you with information via the school website.

