

Broadmere Primary School

**Attendance Policy - Covid-19
Addendum November 2020**

(Applicable to Whole School)

Last updated: November 2020

PARENTS/CARERS - PLEASE ENSURE THE SCHOOL HAS UP TO DATE HOME/WORK AND MOBILE TELEPHONE NUMBERS. (Aside from safety reasons, if your child is taken ill in school with COVID-19 symptoms, they will need to be collected quickly from school.)

1) Does my child have to attend school as of September 2020?

All children, in all year groups, are expected to attend school from September.

2) Travel to school

Children (so far as is practical) need to maintain social distancing on arrival to school. Public transport should be used only if necessary and masks should be worn in accordance with government guidelines. They should avoid walking in large groups. Walking with siblings and or walking with one or two others in their class groups (whilst socially distancing) is advisable to keep their bubbles as small as possible. The school advises that families follow the current government guidelines on social gathering and contact, and maintain these in the context of bringing and collecting children from school, especially around the school gates and perimeter.

3) Punctuality to school

Normal punctuality rules will apply from September 2020.

4) Arrival and Departure

Year Nursery – will enter and exit school via the main school entrance at the following times:

Start time: 9.00am – Little Gems and Ruby
Finish time: 3.00pm – Little Gems and Ruby

Year 1 – will enter and exit school at the pupil entrance at the following times:

Start time: 8.50am - 1 Amber
Finish time: 3.05pm - 1 Amber

Year 2 – will enter and exit school at the pupil entrance at the following times:

Start time: 8.45am - 2 Onyx
Finish time: 3.10pm - 2 Onyx

Year 3 – will enter and exit school at the pupil entrance at the following times:

Start time: 8.40am - 3 Opal
Finish time: 3.15pm - 3 Opal

Years 4 -6 – will enter and exit school via the Main Green Gate Entrance at the following times:

Start time: 8.50am – Year 4 8.45am – Year 5 8.40am – Year 6
Finish time: 3.10pm – Year 4 3.15pm – Year 5 3.20pm – Year 6

Children need to enter sensibly and calmly, adjusting their pace and keeping their distance.

5) Where does my child go if they are late in the morning?

Parents and carers are asked to ensure that children are on time as lateness reduces learning time and disrupts the learning already happening in a lesson. Any further lost learning time going forward will compound the time that has already been missed.

However, if a child is unavoidably late, they must go to the main entrance and let a member of staff on the door know they are late and give their name and class.

6) My child is ill what do I do?

Ring the school's absence line or email info@broadmere.surrey.sch.uk by 9am and leave a specific message explaining why with details of their symptoms / illness.

6A POSSIBLE COVID-19 ILLNESS

If your child has ANY COVID-19 symptom, he/she MUST NOT come into school.

This means:

- a fever,
- a new or continuous cough
- loss or change to their sense of taste or smell

A COVID-19 test must be booked.

SIBLINGS in the same household MUST NOT come to school.

When a parent/carer calls the school to report a COVID-19 or suspected COVID-19, they must give the names of all the children in the household as they will all need to self-isolate.

Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Most tests are returned within 24 hrs when a booking is made. This route is advisable to reduce lost learning days. **When a test is booked, the school must be informed, and we must be updated as to whether the test is negative or positive. We would appreciate if you could forward the result by email to info@broadmere.surrey.sch.uk when received. Children cannot return to school without prior communication as to the test result.**

If a child tests **negative**, they can stop self-isolating and return to school if they are well enough to do so. Other members of their household can also stop self-isolating.

If a child tests **positive**, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for 10 days from the onset of their symptoms and return to school **only** if they do not have symptoms other than cough or loss of sense of smell/taste. (This is because a cough or anosmia can last for several weeks once the infection has gone.) **The 10 day period starts from the day when they first became ill or the date of the test if they are asymptomatic. (If symptoms begin after the test, this becomes day 1 and the 10 days starts from the onset of symptoms).** Other members of their household should continue self-isolating for the full 14 days.

Cases of Coronavirus known to the school will be treated confidentially.

6B NON COVID-19 ILLNESS

For a non COVID-19 illness, normal rules and procedures would apply. Unless children are too ill to be in school, they should be in school. The number and lengths of illnesses are monitored and if a child's absence falls below expected levels, it would be followed up with our normal procedures.

However, please note, if a suspected non-COVID illness presents with ANY COVID symptom: i.e: fever/continuous cough/loss of taste and smell, self isolation must begin and the school must be informed. (Two examples are given below to illustrate this point). A test must be taken and we would appreciate if the result could be shared with the school before the child can return. This must be treated as COVID-19 illness until a negative test has been returned. After a negative test, children should only return if they are well.

Examples:

If your child has vomiting and a temperature, a COVID-19 test MUST be taken and COVID-19 policy above followed until COVID-19 is ruled out. (Reason - a temperature is a COVID-19 symptom.)

If you think your child has flu, a COVID test MUST be taken and COVID-19 policy above followed until COVID-19 ruled out. (Reason - COVID-19 causes flu like symptoms)

7) One of my children has a COVID symptom, can his/her sibling come to school?

No. Siblings must not come into school if their brother/sister shows symptoms and or has a positive test. **The sibling(s) must self isolate for a minimum of 14 days** only returning at the end of day 14 if any fevers have gone completely. If the test is negative for the child where symptoms originated (and the child is well), all may return to school and the period of self isolation will end. Please ring the school in the case to notify us before your child/children return(s).

8) A member of the household is ill with COVID-19 symptoms, but my child has no symptoms, can they come in?

If a member of the household displays symptoms, any children would need to self isolate for 14 days, unless a negative test is received for the person displaying symptoms. If the child displays no symptoms during this time, he/she would return to school from day 15 (assuming all temperatures have gone completely).

9) My child has a cough, can they come in?

This will depend on the probable cause. For example, for a hayfever related cough, children should bring their antihistamines to school, and leave them with their teacher. If the cough was a new continuous cough (ie a COVID-19 symptom) the child and household should be at home self isolating until a COVID test has determined the next steps. (See item 6 above)

10) NHS test and trace have contacted us

If your household is told by NHS test and trace to self isolate, the self isolation guidance must be followed by the household (this will be for 14 days). Please ring the school and notify us immediately. Any children in school when the call is received would need to be sent home straight away.

If you are told to self isolate, children MUST NOT come to school until 14 days have passed.

11) My child or a member of the household had the shielding letter from the government. What should I do?

Shielding restrictions, in line with current Government guidelines will be adhered to. Once the shielding period has been lifted, all children are expected to be in school. If a child does not return to school we will follow this up using our normal procedures.

Most children who were on the shielding list, would not be expected to remain on the shielding list in the case of a further lockdown this winter. These decisions are now being made locally by consultants in conjunction with families. If your child is advised to shield at any point, please share this information with us so that we can support your child's education remotely. Please give us copies of any documentation that you receive.

12) Will I be fined if I do not send my child to school?

We would prefer this not to happen especially in the current situation, but parents and schools have a legal duty to ensure all children are in school. We will work with families using our normal procedures but if children are persistently absent without appropriate supporting evidence, referral to the Inclusion Officer is possible.

Absences relating to coronavirus do not count as a negative attendance and therefore does not reduce a child's attendance percentage. Repeated general illness (not Coronavirus related) does bring down a child's attendance percentage and would be followed up as per our normal procedures.

13) I have heard there is a positive case of a child at the school. What happens now?

In the case of a positive test result known to the school, the school will report this to the Local Public Health Protection team. The Local Public Health Protection team may also contact the school if a positive case comes through NHS Test and Trace. The school will take actions as decided by PHE. PHE will advise which children or adults have been in close proximity to an affected person and who should be sent home. We will contact directly the families of affected children should this occur.

Local Public Health Information team information (all to be notified of a positive case)

- the **London Coronavirus Response Cell (LCRC)** (0300 303 0450 open 9am to 8pm daily; LCRC@phe.gov.uk or phe.lcrc@nhs.net) and
- **HLT** (email hilary.smith@learningtrust.co.uk and HLTcoronasupport@learningtrust.co.uk; telephone 020-8820-7036)

14) I have heard there is a positive case of a child at the school. My child was not close to this child but I am afraid to send my child to school in case they catch the virus.

Children are taught either in class group or year group bubbles. If a bubble is sent home, these absences would be authorised. If children are absent (due to fears relating to COVID) but are not part of the bubble that has been sent home, this would be considered an unauthorised absence and normal absence procedures and follow up with regards non attendance to school would apply.

The school is taking considerable measures to keep staff and pupils safe. As well as robust absence reporting procedures to keep COVID-19 off site, the school has implemented:

- Bubbles which enable a broad and balanced curriculum to be taught to all students.
- Reduced student movement between lessons using a fixed classroom base as far as is possible with regards delivery of the curriculum.
- Reduced the number of classrooms that children will access and increased the number of double lessons to further reduce movement.
- Considerable infection control measures for handwashing/hand sanitising.
- The use of the catch it, kill it, bin it approach re sneezing/coughing.
- Specific year group entrance/exit gates.

More detailed and extensive information on how the school is being made safe for all is available in our risk assessment which can be found in the Covid section of our website.

15) My child came home ill with suspected Coronavirus. How long do they stay off for?

Unless there is a negative test, your child should be at home for 10 days. The rest of the household would then begin a 14 day self isolation. (See notes 6 above for more information and procedures with regards positive and negative tests.)

Please note, if we are sending a child home with suspected Coronavirus, they must be collected by a parent or carer.

16) My child's bubble has been sent home. What happens now?

A 14 day self isolation period begins for all children in the bubble (the rest of each household does not need to self isolate unless someone in the household shows symptoms, in which case the household must self isolate).

Households should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

If the test delivers a **negative** result, **they must remain in isolation for the remainder of the 14-day isolation period**. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

If the test result is **positive**, they should inform the school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

17) I have booked a holiday abroad and now we have to quarantine. Can I end the quarantine early in the case of a negative test?

No. You must follow the quarantine periods as laid out by the government and self isolate for 14 days. This is because an infection may develop during this time. If you are returning from a country on the quarantine list (please note that the guidance is changing at very short notice), it must be respected.

As per our normal policy, holidays are not permitted in term time. For this year, we would advise not taking your children abroad at any point during the holidays if a 14 day quarantine on your return, would impact on term time education.

Thank you for reading this document and please keep it handy for reference.

Government guidance is expected to evolve through the winter 2020. The latest version of this document will be on the school's website and we will notify you if there are any changes.