

# COVID-19 Outbreak Management Plan

Bowerham Nursery and  
Primary School



September  
2021



# Outbreak Management

When monitoring absences, if any of the following thresholds are met, schools are advised to seek public health advice and work with their local authority contacts to identify any additional measures that need to be put in place.

Thresholds are:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
- 10% of children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
- if a pupil, student, child or staff member is admitted to hospital with COVID-19

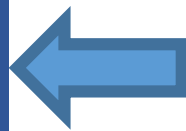
- Public Health England

- Whole or part school closure due to COVID-19
- School will continue the education of all the children in line with our remote learning policies

- Large number of cases in a year group/ or across school
- Possible class closures for short periods based on health and safety
- Revert to risk assessment summer 2021

- There are a number of cases in a year group
- Risk assessment carried out and a plan of action to be decided as a result of the assessment following advice from Public Health England.

- Normal absence rates
- Normal classroom practise – new blended approach



Step 3

Step 2b

Step 2a

Step 1

Do you have coronavirus symptoms?  
(new continuous cough, fever, loss of or change in sense of taste or smell)

**1** You need to start isolating.

- Children should not:
- ❖ go to school
  - ❖ attend any out of school activities
  - ❖ visit a friend's house
  - ❖ they should not visit any public places
  - ❖ use public transport
  - ❖ go out to exercise
  - ❖ you should not have visitors into the home except for those providing essential care.

**2** An adult will book a test for you.

Negative COVID-19 result

You do not need to isolate and can continue with day to day activities.

If you are unwell with signs of an infection that is not COVID-19, you should rest at home to recover.

Positive COVID-19 result

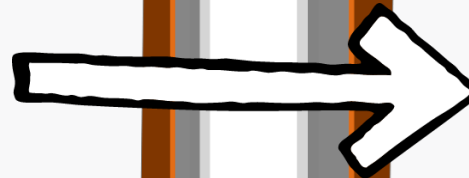
You should continue to isolate for 10 days (from when your symptoms started), or 10 days after the test day if you didn't have any symptoms.

If you are a close contact of someone with COVID-19, it is advised (but not legally required) to get a PCR test. You can continue your day to day activities whilst waiting for the result.



normal classroom practise  
&  
remote learning:

a blended  
approach



Moving forward, we have adapted the way we work to blend the knowledge and skills we have learnt as a result of COVID-19 to develop our remote learning approach, alongside normal classroom practise.

Our blended approach policy outlines changes we have made in school as a result.

Changes include:



<https://www.bowerham.co.uk/about-remote-learning/>

# The school day

| Year       | Start Time | Gate Closes | Lunch              | End Time |
|------------|------------|-------------|--------------------|----------|
| Nursery AM | 8.45am     | 8.50am      | 11.30am – 12.15pm  | 11.45am  |
| Nursery PM | 12.15pm    | 12.20pm     |                    | 3.15pm   |
| Reception  | 9.00am     | 8.55am      | 12..00pm – 1.00pm  | 3.20pm   |
| Year 1     | 8.50am     | 8.45am      | 11.45-am – 12.45pm | 3.05pm   |
| Year 2     | 8.45am     | 8.45am      | 11.55am – 12.55pm  | 3.10pm   |
| Year 3     | 8.45am     | 8.45am      | 12.00pm – 12.45pm  | 3.05pm   |
| Year 4     | 8.40am     | 8.45am      | 12.15pm – 1.00pm   | 3.00pm   |
| Year 5     | 8.45am     | 8.45am      | 12.15pm – 1.00pm   | 3.05pm   |
| Year 6     | 8.40am     | 8.45am      | 12.30 pm– 1.15pm   | 3.00pm   |

## Drop off information

| Nursery  | Reception  | Year 1   | Year 2  | Year 3  | Year 4  | Year 5   | Year 6   |
|--|--|--|---|---|---|--|--|
| <p>Children will enter nursery through the nursery doors.</p> <p>The door will open at 8.30am, for an <b>8.45am start.</b></p> | <p>Children will enter school through the green gate on the field that leads to the reception playground.</p> <p>The gate will open at 8.30am, for an <b>9.00am start.</b></p> | <p>Children will enter school through the green gate which can be accessed from the main car park of school (situated near the School Office), this leads to the Year 1 playground where the children will enter their classrooms.</p> <p>The gate will open at 8.30am, with an <b>8.50am start.</b></p> | <p>Children will enter school through the green gate which can be accessed from the main car park of school (situated near the School Office), this leads to the Year 1 playground where the children will have access to the Key Stage One corridor via the double doors. They will then enter their classrooms from the corridor.</p> <p>The gate will open at 8.30am, with an <b>8.45am start.</b></p> | <p>Children will enter school through the black school gates.</p> <p>They can then enter the LKS2 black door. This leads to the Year 3 cloakroom where the children can then enter their classrooms.</p> <p>The gate will open at 8:30am with an <b>8:45am start.</b></p> | <p>Children will enter school through the black school gates.</p> <p>They then go through the silver gate and enter the black door that leads to the LKS2 shared area. They can then enter the year 4 cloakroom.</p> <p>The gate will open at 8:30am with an <b>8:40am start.</b></p> | <p>Children will enter school through the black school gates.</p> <p>They will then enter school via the pupil entrance double doors, to Upper Key Stage Two.</p> <p>The gate will open at 8:30am with an <b>8:45am start.</b></p> | <p>Children will enter school through the black school gates.</p> <p>Year 6 children will enter school via the black door to Upper Key Stage Two.</p> <p>The gate will open at 8:30am with an <b>8:40am start.</b></p> |

## Playtime

| Nursery   | Reception   | Year 1  | Year 2   | Year 3  | Year 4 | Year 5 | Year 6 |
|---|---|---|--|---|--------|--------|--------|
| Nursery have continuous outdoor provision in the Reception playground | Reception have continuous outdoor provision in the Reception playground | Year 1 have continuous outdoor provision in the year 1 playground | Year 2 have continuous outdoor provision – timetabled in different areas | <ul style="list-style-type: none"> <li>- year 3, 4, 5 and 6 play together at in all areas</li> <li>- activity buckets in all areas</li> <li>- play leaders lead activities</li> </ul> |        |        |        |

## Lunchtime

| Nursery   | Reception | Year 1  | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
|---|-----------|---|--------|--------|--------|--------|--------|
| <ul style="list-style-type: none"> <li>- Nursery children use the nursery playground</li> <li>- Reception children use the reception playground</li> <li>- Staggered times for year groups in the lunch hall (bottom hall)</li> </ul> |           | <ul style="list-style-type: none"> <li>- zoned areas per phase – rotates weekly</li> <li>- activity buckets in all areas</li> <li>- Activities are led by an adult</li> <li>- Staggered times for year groups in the lunch hall (top hall)</li> </ul> |        |        |        |        |        |



# Absences

- When children are ill, they should take time to rest and recover as they would do normally.
- Others may have tested positive for COVID-19 but have no symptoms, some children may be well enough to take part in learning but need to rest at home and others may be well but isolating at home due to family circumstances.
- **Where children are absent from school but well enough to engage in home learning, it is important to continue children's education with as little disruption to their learning journey as possible.**
- With this in mind, we have developed our remote learning processes to meet the needs of children when they are working at home while the rest of the class are working in school face to face with their teacher so that all children continue to always feel a part of the Bowerham family.
- Every situation is different. If you are contacting school to report an absence, please let us know if your child is well enough to continue learning, so that staff know to call children on Showbie and check their Showbie accounts.

# For children working at home...

## Reception

|  |   |   |  |  |   |
|--|---|---|--|--|---|
| <p><b><u>Good Morning</u></b><br/>Each morning there will be a zoom link on Tapestry for children who are working remotely to join the class discussion.</p> <ul style="list-style-type: none"><li>- Hello song</li><li>- Register</li><li>- Notices</li></ul> | <p><b><u>Timetable</u></b><br/>The timetable on Tapestry sets of the agenda for the day.</p> <p>The timetable outlines how each day is structured in school. However, for children working at home, the timetable is flexible. We understand that every family has their own routines and it is ok to adapt the structure of the timetable where necessary.</p> | <p><b><u>Maths/Literacy/Phonics</u></b><br/>Lesson presentations and resources will be available on Tapestry linked to the timetable.</p> | <p><b><u>Feedback</u></b><br/>Teachers will leave feedback on observations, photos and videos of children's work that are uploaded by parents to Tapestry.</p> | <p><b><u>Provision</u></b><br/>Provision plans will be available on Showbie for families to follow at home where possible.</p> | <p><b><u>End of the day</u></b><br/>At the end of the day, there will be a zoom link on Tapestry for children who are working remotely to join the class discussion.</p> <ul style="list-style-type: none"><li>- Hello song</li><li>- Register</li><li>- Notices</li><li>- Story</li><li>- Goodbye song</li></ul> |
|--|---|---|--|--|---|

\*Where lesson presentations were previously uploaded to Tapestry with a voice recording of the teacher delivering the lesson, as we move forward to a blended approach, lessons will not have a voice recording as teachers will be in touch with individual children on a one to one basis to outline the days learning.

# For children working at home...

## KS1 & KS2

|   |   |  |  |   |
|---|---|--|--|---|
| <p><b><u>Video chat</u></b></p> <p>Teachers will organise an appropriate time to call individual children who are working remotely. Teachers will leave a message for children in the 'calls for remote learning' folder to arrange a video call.</p> | <p><b><u>Timetable</u></b></p> <p>The timetable on Showbie sets of the agenda for the day.</p> <p>The timetable outlines how each day is structured in school. However, for children working at home, the timetable is flexible. We understand that every family has their own routines and it is ok to adapt the structure of the timetable where necessary.</p> | <p><b><u>Lesson – x3 lessons a day</u></b></p> <p>Lesson presentations and resources will be available on Showbie in the purple subject folders linked to the timetable.</p> <p>Children complete their individual task on Showbie or on paper and upload a picture of their written work.</p> | <p><b><u>Feedback</u></b></p> <p>Adults in school will check Showbie regularly throughout the day to answer any queries and will follow up on any marking after school.</p> <p>Children will receive either verbal feedback using voice notes or written feedback using text boxes and comments.</p> | <p><b><u>End of the day</u></b></p> <p>At the end of each day, there will be an online video chat on Showbie for children who are working remotely.</p> |
|---|---|--|--|---|

\*Where lesson presentations were previously uploaded to Showbie with a voice recording of the teacher delivering the lesson, as we move forward to a blended approach, lessons will not have a voice recording as teachers will be in touch with individual children on a one to one basis to outline the days learning.

# Risk Control and Procedures

Lancashire County Council  
All printed versions are uncontrolled

## School Covid-19 Risk Assessment & Checklist

| Potential hazards & guidance on how to control them   | Do you believe the hazard is adequately controlled?<br>Yes or No | Recommended Control<br>Control measures must be amended if your workplace by removing, adding   |
|---|--|---|
| <b>Reduce the risk of the virus spreading through aerosols</b>  |  |   |
| <p>When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. Arrangements should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>Schools should follow LCC's <a href="#">Simple Steps for Good Ventilation guidance</a> and complete the <a href="#">Ventilation Checklist</a>.</p> <p>Specialist advice and assistance on ventilation measures can be obtained from the Building Services Engineers <a href="mailto:duty.engineer@lancashire.gov.uk">duty.engineer@lancashire.gov.uk</a>.</p> | yes  | <ul style="list-style-type: none"> <li>The Ventilation Inspection Checklist is attached as an appendix to the "COVID-19 Risk Assessment and Control Measures" document.</li> <li>Any required actions as an outcome of the inspection have been implemented or are being details in action plan section).</li> <li>In accordance with the ventilation checklist appropriate ventilation is available in all areas.</li> <li>Any areas identified with poor ventilation have been reported to the building services engineer.</li> </ul> |

<https://www.bowerham.co.uk/covid-19/>