



**Luke 10:25-37**

**'My neighbour is anyone who  
needs my help'**

Headteacher:  
*Lindsey Hermon PhD*

[tfh@keevil.wilts.sch.uk](mailto:tfh@keevil.wilts.sch.uk)  
[www.keevil.wilts.sch.uk](http://www.keevil.wilts.sch.uk)

24<sup>th</sup> September 2020

Dear Parent/Carer,

It has been wonderful to welcome all the children back into school this term. They have resumed learning and school life as if they have never been away, showing their resilience and that school is truly the right place for all children to be. However, we are still in the midst of a global pandemic which means that we continue to operate according to strict Government guidelines. It also means that we have to have contingency plans in place such that we can play our role in school to prevent the spread of infection should the need arise.

The purpose of this letter is to explain these plans to you in advance. The situations that are described below will be fast moving so it is important that we all understand in advance what is happening and why, and the role that we each need to play.

**A child or staff member presents with a possible Covid symptom**

- We are following the Government list of possible Covid symptoms
  - A high temperature
  - A new, persistent cough
  - A loss or change to sense of taste or smell
- If someone presents with one of these symptoms in school, we will follow Government-prescribed protocols including isolating the person and ensuring they leave the site at the earliest possible time.
- If someone presents with one of these symptoms, either at home or in school, we will ask the person to undertake getting a test through the national system.
- We ask for school to be kept informed on at least a daily basis of the status of the test procedure and the result, including over weekends and holidays.
- We ask for the household of the affected person to follow Government advice about isolating.
- We will inform the rest of the class or 'bubble' that a person has possible symptoms and is being tested. School continues as normal during this time.
- The child/staff member is free to return to school once the negative result has been received and they are feeling well enough to return.

**A child or staff member has a confirmed case of Covid**

- The class/bubble of the affected person will be immediately closed on the receipt of a positive test result.
- If the affected person travels on a school bus, the bus bubble will also be closed immediately.
- Parents will be informed by text message and expected to collect their child from school straight away.
- You will only collect children from closed bubbles, the rest of the school will remain open and functioning. Therefore siblings will remain in school until the end of the day. Taking whole sibling groups from school on the closure of a bubble will cause great complexity for us in school and compromise us keeping children separate and safe, therefore we will not be able to facilitate this.
- Please only call the school in the event of an emergency, we need to keep the phone line clear to enable us to inform the necessary authorities.
- The class/bubble will remain closed for a 14 day isolation period. Families will receive information via email on the day of the bubble being closed, confirming the day that the bubble will re-open and isolation expectations for the affected people.
- On-line learning will resume for the affected children during this isolation period. Class teachers will be in touch with families via email on the day of the bubble closure to confirm the details of this.
- We aim to offer both work to complete via class pages on the school website and Zoom teaching sessions during a period of a bubble being closed. However, if teachers are unwell during this period this will affect the level of remote learning that is possible,

- If other people develop symptoms during this time, they should be tested and school must be informed.
- Other household members do not need to isolate unless the child/staff member develops symptoms.
- The rest of the school will be informed by letter that a bubble has been closed.
- The school will inform and work with Acorn, the DfE and the local Public Health Protection Team throughout this time, and follow all advice given.
- The school keeps stringent records on a daily basis to enable us to fully engage with the Track and Trace process.

#### **Staff members are absent from school for extended periods**

- Short term absences of members of school staff will be covered internally enabling all classes to function as normal. Decisions regarding the use of supply staff will be taken according to the local situation at any time. Safety of children and other staff members will always be paramount.
- If teachers have to be absent from school for an extended period of time (eg. 14 days) we may have to move to a rota system for classes attending school. A teacher missing from the lower school could result in Winter and Spring Classes having a weekly rotation of one class being in school, the other class learning at home. A teacher missing from the upper school could result in a rotation for Summer and Autumn Classes.
- We will never move to a rotation system during the course of a school day, you will receive notification via text message and email to inform you of plans that will commence the following day.
- If more than one teacher is absent for an extended period we may have to move to a whole school rotation system with Spring and Autumn Class in school one week, Winter and Summer Classes in the following week.
- If a number of support staff have to be absent from school for an extended period we may need to instigate a lower school, upper school or whole school rotation, as described above.
- Home learning will always be facilitated for classes at home.
- Provision during school hours will be made available for children of Keyworkers and Vulnerable families when their class is rostered to be at home. This will be available Monday to Thursday NOT on Fridays to ensure children are safe to return to their class bubbles the following week.
- If you wish to register your child for this provision as a Keyworker, please contact the school ASAP at [tfh@keevil.wilts.sch.uk](mailto:tfh@keevil.wilts.sch.uk).
- A significant reduction in staff members who are able to work in school could result in us having to close the whole school for a short period of time.

Accompanying this letter you will find a summary chart of all these plans, which will hopefully serve as a simple reminder for you. This letter and the summary chart are available for you to view on our website: [https://www.keevil.wilts.sch.uk/website/coronavirus\\_advice\\_for\\_schools/453575](https://www.keevil.wilts.sch.uk/website/coronavirus_advice_for_schools/453575)

I hope that we do not need to instigate any of these contingency plans, but the current situation nationally makes it hard to envisage that we will continue untouched by events. At all times we will keep the safety of our children and school community as our top priority. Never before has our safeguarding remit seemed so apt. Once we are confident that we are ensuring safety for all, we will turn all our attention to the teaching and learning of the children being of the highest quality, and that we are delivering a continuous and progressive curriculum whatever situation we find ourselves in. As always, the children come first for us.

These plans are subject to constant review as the situation we find ourselves in is constantly evolving. We will keep you informed of any changes as they arise.

If you have any questions or concerns regarding any of these plans please do not hesitate to get in touch with me ([lh@keevil.wilts.sch.uk](mailto:lh@keevil.wilts.sch.uk)) so we can discuss it in more depth. It is important that we answer queries and allay worries in these uncertain times.

Best wishes,  
Lindsey Hermon