

# Avenue Pre-Preparatory School & Nursery

## **Coronavirus / COVID-19**

Safeguarding Appendix to Child Protection Policy

## 1. Introduction

The Avenue Pre-Preparatory School recognises the importance of advanced planning in order to maintain services and limit the spread of the new coronavirus, known as Covid-19, within our setting.

While the way in which The Avenue Pre-Preparatory School & Nursery operates in response to coronavirus (COVID-19) and during school closures is different to business as usual, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first.
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the school and/or gain access to children
- children should continue to be protected when they are online

This appendix to the Safeguarding (Child Protection) Policy sets out interim measures to ensure that any new processes in response to COVID-19 are not weakening the School's collective approach to safeguarding or undermining the main Safeguarding policy.

## 2. Key School Contacts

Chair of Advisory Body	Mr Martin Ayres	
Principal	Mrs Mary Fysh	<a href="mailto:principal@avenuepreprep.co.uk">principal@avenuepreprep.co.uk</a>
Head and deputy DSL	Mrs Sarah Tapp	<a href="mailto:saraht@avenuepreprep.co.uk">saraht@avenuepreprep.co.uk</a>
EYFS coordinator and DSL	Mrs Wendy Frankel	<a href="mailto:wendyf@avenuepreprep.co.uk">wendyf@avenuepreprep.co.uk</a>

## 3. Keeping Updated

The School remains up-to-date with advice and guidance on COVID-19 response and safeguarding from a number of sources, including:

- [Department for Education / Cabinet Office / Public Health England](#)
- [Coronavirus guidance, safeguarding in schools](#)
- [Local safeguarding - Haringey](#)

## 4. Reporting Safeguarding Concerns

All staff and retain the responsibility for working within the scope of the School's Safeguarding Policy and acting immediately on safeguarding concerns.

While colleagues may increasingly be working remotely from school, the Designated Safeguarding Lead or a Deputy DSL will remain contactable at all times.

This has been facilitated by a number of measures:

- All staff have been given the direct mobile number of the DSL
- Out-of-hours, email [office@avenuepreprep.co.uk](mailto:office@avenuepreprep.co.uk)
- DSL email address is [saraht@avenuepreprep.co.uk](mailto:saraht@avenuepreprep.co.uk) and [wendyf@avenuepreprep.co.uk](mailto:wendyf@avenuepreprep.co.uk)

All staff are reminded of the usual reporting procedures as set out in the main Safeguarding Policy, including the requirement to report concerns as soon as possible. Concerns about a child should be reported to a DSL or DDSL. Concerns about a member of staff should be reported to the DSL, Head or Principal. Concerns about the Principal should be reported to the Chair of the Advisory Body. A member of staff becoming aware of an act (or imminent act of) Female Genital Mutilation should report directly to the police. All contact details are available in the main Safeguarding Policy.

Safeguarding Concern Forms can be accessed online from an appendix to the main Safeguarding Policy, but in any case, this should not be a barrier to timely reporting of a concern to the relevant person. All staff are also, as ever, able to make a referral directly to Children's Services using the contact details set out in the Safeguarding Policy, but should inform the DSL of this as soon as they are able to.

**The Haringey Safeguarding Children's Service telephone number is 020 8489 4470**

All parents have been made aware that in cases where there is imminent risk of harm to a child, they should call 999 rather than following the communication methods above.

## 5. Provision for children of Critical Workers and Vulnerable Pupils

The School will contact Haringey council to arrange provision of care to pupils who are children of [critical workers](#) during any school closure. However, it is important to note that **every child who can be safely cared for at home should be**. See Appendix 1

All families of children considered to be vulnerable will be given the opportunity to register for the provision of care within the local authority, should they be unable to arrange appropriate and safe care at home. The DSL, DDSLs and Principal, will risk assess the safety and welfare of pupils considered vulnerable.

Support for vulnerable – and, in fact, all pupils – who are not in school during times of school closure will be provided in a number of ways, including:

- contact (e.g. via email or telephone) from class teachers
- contact from DSL or DDSLs
- teachers should raise concerns with a DSL or DDSL if a pupil does not respond to communications regarding work, particularly for pupils on the School's Vulnerable Watchlist

## 6. Attendance

Although the School does not follow its usual attendance procedures during a full or partial closure, it is complying with the DfE's measures to record the daily attendance of children of critical workers and vulnerable children.

The [DfE online setting status form](#) will be completed daily and in addition the staff on site continue to record attendees in the usual way, maintaining strict signing in and signing out procedures. The DfE setting status and attendance form for EYFS will be completed every Thursday morning.

## 7. Supporting Children in School

The School is committed to ensuring the safety and wellbeing of all its learners and will be a safe space for eligible children to attend and flourish. The Principal and Head will ensure that there are appropriate staff on site and that staff to pupil ratios have been considered to maximise the safety of children.

When EYFS pupils are on the school site, the school will follow the usual procedures with regard to safeguarding these children, including the requirement to have a member of staff on site with a current Paediatric first aid qualification. The usual rules will continue to apply to the use of mobile phones and other devices. These rules are found in the Staff Handbook.

The School will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets.

The School will ensure that all children who are either categorised as vulnerable, or children of critical workers, and are in attendance and appropriately supported. The school record any support provided to children in relation to safeguarding issues on their respective safeguarding recording system.

## 8. Online Safety

### Keeping Children Safe Online

Social distancing and online learning is likely to give rise to a considerable increase in the use of the internet by pupils to work and to communicate with others. Useful resources for parents and links can be found at the end of this document. The School will be in regular contact with parents and carers. It will be especially important for parents and carers to be aware of the tasks their children are being asked to do online.

## Distance Learning

School staff are reminded that all the usual e-safety and online safeguarding measures and procedures apply. In fact, these become even more important at a time when increasing amounts of work will be conducted remotely during self-isolation or school closure.

The following key principles will be adhered to:

- Only use school email addresses when communicating with pupils or parents
- If you use your personal phone number to call a parent, dial 141 to block caller ID
- Work should be set using the Parent Portal of the school website
- The School strongly advises against live streaming from home using media not integrated through the School's platforms - Links to Zoom sessions are accessed via the parent portal.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the schools Safeguarding Policy.

The starting point for Distance Learning should be the same as the principles set out in the School's Staff Code of Conduct. The Behaviour Management Policy continues to apply with the expectation of good behaviour staff have of pupils when interacting online, both with the member of staff and with other pupils.

Although the School may not have access to the full range of rewards and sanctions specified in the Behaviour Management Policy, the School will still seek to recognise exemplary work, effort and behaviour. Examples of poor behaviour, and particularly indications of potential peer-on-peer abuse should be reported as usual.

## 9. Safeguarding Training

DSL training is unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training. Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means.

New staff recruited during the period that this appendix to the Safeguarding Policy applies will still be required to complete the usual Safeguarding Induction training.

Additionally, all staff have been directed to make completion of online safeguarding training modules, via Educare, part of their working from home arrangement. The use of Educare allows this training to continue even with limited time spent in school.

## 10. Safer Recruitment

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

During Covid-19, if The Avenue Pre-Preparatory School and Nursery recruits new staff, we will continue to follow the relevant safer recruitment practices. We will continue to follow the guidance in accordance with KCSIE 2020.

The Avenue Pre-Preparatory School and Nursery will continue to update the single central record and will log details of any risk assessment carried out on staff.

## 11. Additional Support and Links

### Haringey's Multi-Agency Safeguarding Hub (MASH)

- Monday to Thursday 8.45am to 5pm; Friday 8.45am to 4.45pm Tel: 020 8489 4470
- Out of office hours, including weekends the Emergency Duty Team Tel: 020 8489 0000

### Guidance and online safety

- [Information for parents and carers:](#)
- [Vulnerable Children Guidance:](#)
- [Children's Commissioner, children's guide to coronavirus](#)
- [Childline](#)
- [Young Minds](#)
- [Sport England](#)
- [BBC Own It](#)
- [Parent Info: Help and advice for parents in the digital world](#)
- [CEOP](#)
- [Thinkuknow](#)
- [Internet Matters](#)
- [UK Safer Internet Centre](#)

### Domestic Abuse

- [National Domestic Hotline: 0808 2000 247](#)
- [Coronavirus: Support for victims of domestic abuse](#)
- [Martin Lewis: Financial Abuse](#)
- [Bright Sky App](#)

## 12. Covid-19

Covid-19 is a viral infection similar to flu, spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. Symptoms of Covid-19 can include:

- Fever
- Dry cough
- Sore throat
- Loss of taste or smell
- Fatigue
- Difficulty in breathing

The initial symptoms are not dissimilar to other colds and flu-type illnesses, but the combination of a recent onset of fever and a new continuous cough seem to be present in many cases of Covid-19.

## 13. Infection or suspected infection

Any child who becomes ill with symptoms which could be Covid-19 while at school will be isolated from the other children by at least two meters until the child can be collected by his or her parents. Most suspected cases turn out to be negative so the school will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high-risk groups.

If any staff or children have returned from a high-risk area, they will be asked to stay away from school for 14 days from their date of return.

If any parents have returned from a high-risk area, they will be asked to send someone else to drop off and collect their children from school for 14 days after their date of return.

If any staff or children experience a recent onset of a new continuous cough and/or a high temperature – *even if they have not been to a high risk area* or been in contact with anyone who has – they must arrange for a test and stay at home and self-isolate for 14 days, even if the symptoms are mild.

## 14. Infection control

**Like the common cold and flu viruses, Covid-19 is spread by:**

- Infected people passing the virus to others through large droplets when coughing, sneezing, singing or even talking within a close distance.
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes, or nose without first washing your hands.
- Touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes, or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.

**We will limit the risk of catching or spreading Covid-19 by:**

- Provide PPE - masks, visors, aprons gloves.
- Regular hand washing by staff and children - provide hand sanitiser stations.
- Minimising contact between our hands and mouth/nose
- Covering nose and mouth when coughing or sneezing; using a tissue whenever possible; disposing of the tissue promptly and carefully (bag it and bin it); washing hands afterwards
- Cleaning hard surfaces (e.g. door handles, light-switches, tables, etc.) with sanitizer frequently
- Instructing staff to remain at home if they display any relevant symptoms or sending them home if they first display symptoms while at work.

**We will promote infection control through the methods above, and in addition we will:**

- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials and protective equipment (e.g. disposable gloves and aprons) are available within the Club
- Dispose of waste promptly and hygienically
- Provide tissues and suitable facilities for their disposal.

## **15. Closure**

The latest advice is that closing individual settings is of limited benefit in stopping the spread of the disease. However, there may be some occasions when we will have to consider temporarily closing bubbles or the school because we have too few unaffected staff to run sessions safely. If this occurs the Head will notify the council and follow up for further support and guidance.

The school will also have to close if advised to do so by the local authority and Public Health England (PHE) in the interest of safeguarding the children in our care.

In the event of closure, the Head will notify parents or carers as soon as possible.

## **16. Advance planning**

In preparation for dealing with Covid-19, the Avenue Pre-Preparatory School and Nursery will ensure that all contact details for staff, children and parents are up to date.

The school will regularly update its information regarding Covid-19, by checking the latest guidance from Public Health England and the local authority and will inform parents and staff of any changes to our emergency plans.

## Useful contacts

### Covid-19 school closure:

Public Health Protection Team (HPT): 020 3837 7084 (option 1)

Ground Floor South Wing,  
Fleetbank House 2 - 6 Salisbury Square,  
London, EC4Y 8AE

[necl.team@phe.gov.uk](mailto:necl.team@phe.gov.uk)

[phe.nenclhpt@nhs.net](mailto:phe.nenclhpt@nhs.net)

Out of office number (HPT) : 020 7191 1860

### Haringey Council Childcare Engagement Coordinator

Sherry (Serife) Ibrahim

Early Help Commissioning - placements for children of Critical Workers

Haringey Council  
4<sup>th</sup> Floor  
River Park House  
225 High Road, London N22 8HQ

T. 020 8489 2826

M. 07971 826489

E. [serife.ibrahim@haringey.gov.uk](mailto:serife.ibrahim@haringey.gov.uk)

### COVID-19 Parent Guidance

School opening in September 2020

See Appendix 2

## Appendix 1



## Critical Worker Information Form

Please submit the completed form to [earlyyearsprovider@haringey.gov.uk](mailto:earlyyearsprovider@haringey.gov.uk)

Parent First name	
Parent Surname	
Parent Address	
Parent Telephone No	
Email address	
Occupation	
Employer Name	
Employer Address	
Partner's Occupation	
Child's Name	
Child's Age	
Nursery Child Currently Attends:	
Nursery Address	
Days/Times required	

## Appendix 2

### **COVID-19 Parent Guidance School opening in September 2020 and 8 March 2021**

- Face coverings on site
- Class group guidelines
- Attendance
- Drop off and pick up arrangements
- Expectations for Parents
- If you have children in different Bubbles
- Expectations for children
- Moving about the school
- Entering and exiting the classroom
- Expectations around the use of materials
- PE
- Health and Safety Guidelines
- What to do if your child's coronavirus test is negative
- What to do if your child's coronavirus test is positive
- What do if your child is sent home because another child in their bubble (e.g. class or year group) has tested positive
- 2-meter distancing for staff
- Daily cleaning of Classrooms and School
- PPE
- Uniform
- Transport to and from school
- Teaching and learning
- Complaints

#### Face coverings on site

We ask that all parents and carers wear a face covering at any time you are near the school collecting your child, or if you are inside the school building, just as you would do in a shop. All visitors are asked to wear a face covering when entering the school building. Staff may ask you to momentarily remove your face covering for safeguarding reasons when collecting your child. We accept that there are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others.

Maintaining and disposing of face coverings - Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. Once removed, store reusable face coverings in a plastic bag until you have an opportunity to wash them. If the face covering is single use, dispose of it in a residual waste bin, we have waste bins available on site.

## Class group guidelines

During the Autumn and Spring term, the children will be in 'Bubbles'. Nursery classes will be in one bubble, Reception and Afternoon Nursery classes will be in a bubble, Year 1 and 2 classes will form the remaining third bubble.

The goal when creating bubbles is to ensure everyone is as safe as possible. These are the guidelines we used to create the Bubbles.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.

However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as the playground, hall, and toilets, and the provision of specialist teaching. In this guidance for the Autumn and Spring term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.

## Attendance

- Children will be expected to attend school each day.
- Parents will not be permitted into the school building due to social distancing requirements.
- Our normal attendance procedures will be followed and if a child does not attend, we will telephone the parent to find out the reason for absence.
- Parents, please maintain contact with school if your child is not able to attend and let school know the reason for absence.
- If a child is going to be late for school, you must telephone school. Do not enter the site if you have missed your allocated slot. The school will subsequently reallocate a time for you to drop your child off.

- If your child becomes upset, our experienced staff will take your child into the classroom. If your child remains upset and will not leave you, discuss with the class teacher and return later.
- At the end of the school day, please be on time to collect your child. Each bubble will be waiting for their parent to collect them.
- If a parent is late to collect it has a significant impact on other bubbles and staffing. If you are going to be late to collecting your child, please telephone the school immediately so that you can be reallocated another collection time.
- If a different adult is collecting your child, the usual procedures are in place. You will need to telephone the office at least 1/2hr prior to collection time and answer a set of security questions (our usual safeguarding procedure).

## Drop off and pick up arrangements

The following expectations and procedures are in place to ensure the health safety and hygiene standards are met. In general:

- All movement around and within the building is to happen with the expected 2-meter distance, e.g.: where 2 people pass in a corridor – one should step aside to allow the other to pass.
- Children and staff are not to be in school if they show any symptoms of illness. If there is a positive case of COVID-19 the Bubble will undergo a risk assessment & may need to isolate for 14 days. [Guidance](#)
- Parents must report an illness to the school office and provide a list of ALL symptoms in advance of their Bubble's start time.
- Parents will be expected to report if their child or a member of the household has symptoms and if they have adhered to government guidelines for social distancing.
- Children are on site only for the duration of the school day (staggered entry and exit times exist for each Bubble).

## Expectations for parents

- Only one parent or carer on site at any time.
- Parents will arrive at the assigned staggered start time and dismissal time – it is very important to keep to these times to encourage social distancing.
- Parents must wear face coverings when on the school site unless there are reasons for exemptions to the guidelines. Please be mindful and respectful of such circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others. Staff may

ask you to momentarily remove your face covering for safeguarding reasons when collecting your child.

- Parents drop off their children at the top of the ramp outside the main building. Parents are not allowed to enter the school building. Staff to support children.
- Parents will collect their child at the end of the day queueing up the ramp and maintaining social distancing. Staff to supervise children. No standing and waiting at the school gate after drop off and pick up.
- Any conversations between staff and parents must be done via the telephone or zoom or emails.
- Children and parents bid a quick farewell to avoid congestion.

#### Staggered drop off and pick up times

- The following times MUST be adhered to for health and safety purposes. One parent/carer on site only please.

Bubble	Start time	End time
Nursery	8.50am	12 midday
Reception	8.40am	3pm
Year 1 & 2	8.30am	3.30pm
Pre-Nursery	1pm	3pm

- Nursery: Parents wait with their child on the ramp and bring the child forward to the door for handover when both parent and child are ready.
- Reception, Year 1 and 2: Parents to wait with their child on the ramp and send their child forward to the door when called by the teacher.
- Children will be dismissed in the same manner.

### If you have children in different bubbles

Please follow the guidelines below.

**Drop off:** If your children are in different timed Bubbles, could you please bring both your children to the later starting Bubble. e.g.: if your Reception child starts at 8.40am and your Nursery child starts at 8.50am bring BOTH children at 8.50am. There will not be staff available to supervise children who are early.

**Pick up:** You need to be on site for the earliest finishing Bubble from whichever child finishes earliest (you will need to come on site twice for each child's finishing time), e.g.: if your Reception child finishes at 3pm but your Year 2 child finishes at 3.30pm you need to collect at 3pm and then return at 3.30pm.

Unfortunately, we do not have the capacity on the ramp for parents to wait for children in different Bubbles.

If you have any questions or want to talk to a member of staff about any challenges that this may provide, please contact school by email: [office@avenuepreprep.co.uk](mailto:office@avenuepreprep.co.uk) or by telephone: 020 8348 6815

## Expectations for children

- Children will be allowed in the building at the assigned staggered start time, e.g.: if your child's start time is 8.30am, you will need to be ready and waiting in the queue outside the gate to come onto the school ramp at 8.30am.
- They will not be able to enter school earlier as staff hours have changed to reflect the bubble times. If you arrive early, we will have to ask you to wait or return at the time your child's bubble starts.
- Children in Nursery enter through the side door. Reception, Year 1 and 2 and Pre-Nursery children enter the building through the front door. We cannot take any messages on the door, please email [office@avenuepreprep.co.uk](mailto:office@avenuepreprep.co.uk) or contact us by telephone: 020 8348 6815.
- Parents are not permitted to come into the school building at present.
- Children will be supervised and will wash their hands-on arrival.
- Children should bring a coat and sun hat (summer term) to school and one book bag if used.
- They may bring their own packed lunch bag if they bring a packed lunch and their own snack. Children will store their packed lunch/snacks in their classroom on their pegs. We will supply all children with water to drink. If it is a hot/sunny day, children should apply sun cream at home.
- For these arrangements to work well, it is imperative for children and parents to adhere to these times. We thank you for your support and cooperation.
- Home time - Staff will ensure that children will be ready 5 minutes before their designated collection time. When parents are there to pick up their child, the children will be supervised by staff as the parents collect.

## Moving around school

When children are moving around the building, they will be taught the following expectations. These expectations will be reinforced consistently by all teachers.

They include:

- Everyone washes hands before moving to another section of the school
- Move on the left when moving through the corridors

- Move through doorways one at a time
- Keep hands and bodies to oneself
- Children must wash hands after using the toilet, before eating and on arrival at School.
- If they cough, it must be done into the crook of the arm
- If they need to wipe their nose, follow the 'catch it, bin it, kill it' procedure and wash hands for 20 seconds. Tissues are available in each classroom.

## Entering and exiting the classroom

### Beginning of the day:

- At the start of the school day children will use hand sanitiser and/or wash their hands before entering the classroom. Please do not send hand sanitiser into school, we have a large supply.
- Children will bring all their belongings with them to the classroom, including their coats and if they are having a packed lunch, their lunch box.
- On entering the classroom, they must hang up their coats etc. and then go and wash their hands.
- Once their hands are clean, they are directed to sit in their allocated seat. They are then ready to begin the day.

### During the day:

Children will wash their hands very regularly and have access to E45 cream. This will be supervised by a staff member.

### Lunchtime

Each bubble has its own designated time to play outside at lunchtime. All bubbles remain in their classroom to eat their lunch.

### End of the day:

- Children will wait for their adult in their classrooms. Parents wait on the ramp, maintaining social distancing.
- Staff will be at the door to supervise children walking to their adult.
- If you are going to be late to collect your child, you must telephone the school office so that we can arrange a different collection time.
- Please supervise your child at all times. They should not play in any area in front of the school or climb on any structures. Please do not stay on site and leave immediately so that parents from the next bubble have space to wait.

- If another adult is picking your child up, the usual safeguarding procedures will be in place. These procedures are in place to protect your child. Thank you for your patience.

## Expectations around the use of materials

### Classrooms and use of materials

- Staff members within the bubble will assist with the sanitizing of the classroom and materials throughout the day
- All school materials stay at school; no home materials are brought to school apart from scheduled Show and Tell sessions.
- In Year 1 and 2 each child will be provided with a set of personalised resources
- Children's resources in EYFS are shared but regularly cleaned.
- Coats to go on pegs
- Children cannot bring personal toys or pencil cases to school.

## PE

- Your child may come to school wearing their PE kit on their PE day. Most PE sessions will take place outside.

## Health and safety guidelines

### Symptomatic pupils and staff

Children or staff who show any signs of illness must not attend school.

There are many illnesses that can give rise to concern. Please contact your GP or NHS111 if you are worried; or call 999 if seriously unwell.

Summary of the common symptoms of coronavirus. A test is needed for anyone who has one of the most common symptoms of the virus:

The main symptoms of coronavirus are:

- ❖ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

- ❖ 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 loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

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

If any member of the household has symptoms of COVID-19 and are awaiting a test result, they must not send their child to school.

Children who show signs of the 3 main symptoms of COVID-19 detailed above, will be sent home from school. They will be isolated until a parent arrives to collect them.

Parents must report to the school office via telephone or email and provide a list of ALL symptoms as soon as their child begins to experience them.

Children under 5 are able to be tested for COVID-19. You will need to telephone 119 to arrange a test if a member of your household is showing symptoms of COVID-19. Your child must remain at home while awaiting the test and the result and your child, and all members of your household, should not come into contact with other people outside of your household. You must not go to a doctors, hospital or NHS facility during this time unless symptoms become serious.

We will contact the Local Authority Infection Control Team to inform them of any suspected or positive cases of COVID-19 within the school community.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [stay-at-home-guidance](#). They should get a test, and:

### What to do if your child's coronavirus test is negative

You must inform your child's school of this straight away.

If your child's result is negative and they have not had a fever for 48 hours and no longer feel unwell, they can return to school as long as they are not isolating due to being a contact of a positive case. Household members can also end their isolation unless someone else is awaiting results of a coronavirus test.

### What to do if your child's coronavirus test is positive

You must inform your child's school of this straight away. This is so they can inform the Local Authority so that next steps can be taken to protect others.

If your child attended school in the 48 hours prior to the onset of symptoms and up to the point of testing, Haringey public health team will work with school and your family to establish any contacts that may have been made with others in the community, both in and out of school.

Your child will need to self-isolate for at least 10 days until they feel better and symptoms have gone. A cough or lack of taste and smell might last longer than 10 days, but your child can still return to school. Advice on self-isolation will be available from Infection Control.

Your household and any other contacts must isolate for 14 days and watch for symptoms. If these appear then they will need to be tested.

### What do if your child is sent home because another child in their bubble (e.g. class or year group) has tested positive

If the other child with a positive test outcome attended the school in the 48 hours prior to symptoms appearing, a decision may be made that your child's class or year group must go home for isolation. This is to protect members of the school community and others. If your child is sent home, we will inform you of this and your child will need to self-isolate for 14 days and watch for symptoms. Members of your household will not need to isolate unless your own child develops symptoms. All pupils in the bubble will need to isolate for 14 days even if your child has a negative test result during this time.

If children are sent home, they will be provided with learning to complete at home during the period of isolation and we will keep in touch with you. We will use Zoom sessions to communicate with parents of children who are self-isolating at home with a bubble closure.

Please keep in touch with school throughout. Any test results can be emailed to the school office at [office@avenuepreprep.co.uk](mailto:office@avenuepreprep.co.uk).

### 2m distancing for staff

- Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 meters from other adults. The government recognise this is not likely to be possible with younger children and teachers in primary schools can

still work across groups if necessary, to enable full educational provision. We have carefully planned staff working to limit the contact across Bubbles as much as we possibly can.

- Staff will need to maintain a distance between themselves and the children in their bubble.
- Playtimes have been staggered throughout the day so that there is a limited number of children accessing the outdoors to manage and limit very large groups of children being on the playground at the same time.
- Lunchtimes – the children will eat their lunches in their classroom with a staff member to supervise.

## Daily cleaning of the classroom and building

- Tabletops, door handles and other surfaces that are frequently touched will be cleaned by using cleaning wipes or spray. Speak to a member of staff if you are concerned about allergies and the use of sprays and wipes.
- iPads will be cleaned before and after using.
- Portable hand sanitisers are in each classroom.
- Toilets and sinks will be sanitised throughout the day.
- Equipment used by the children throughout the day will be cleaned by members of staff within the bubble.

## PPE

A selection of PPE has been purchased including gloves, aprons, and face coverings.

The Government guidelines continue to state that PPE in schools is not required unless a child is symptomatic. If this is the case, a member of staff will supervise the child until the child is collected by their parent or carer. The staff will wear PPE whilst awaiting the parent or carer.

Following the government guidance, children and staff will not be required to wear face masks whilst in school.

## Uniform

Children should wear their normal school uniform.

On your child's PE day, they should come to school in their PE kit.

## Transport to and from school

We recommend wherever possible to walk to school. If you are going to be using public transport to bring your child to school, or to come and collect them from school, please read the Public transport guidance.

## Teaching and learning

- We will teach an ambitious and broad curriculum in all subjects from the autumn term, but make use of existing flexibilities to create time to cover any important missed content
- We aim to return to the school's normal curriculum in all subjects.
- We will plan on the basis of the educational needs of pupils: Curriculum planning will be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work) while avoiding the introduction of unnecessary tracking systems.
- For children in our Nursery setting, the teacher will focus on the prime areas of learning, including communication and language, personal, social and emotional development (PSED) and physical development.
- For pupils in Reception, teachers will assess and address gaps in language, early reading, and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. We will follow updates to the EYFS disapplication guidance.
- For Nursery and Reception, we will carefully consider how all groups of children can be given equal opportunities for outdoor learning.
- For pupils in key stage 1, we are prioritising the identified gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so our children read widely, and develop their knowledge and vocabulary. The curriculum will remain broad, so that pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.
- Homework– we will set homework.
- We will use the parent portal on the website and interactive Zoom sessions in the event of a Bubble Closure.

## Complaints

### Policy and procedure

If you have a concern or complaint, we would like you to tell us about it. Be assured that no matter what you want to tell us, our support and respect for you and your child in school will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to properly investigate an incident or problem that has happened some time ago.

Most concerns and complaints can be sorted out quickly by speaking on the telephone with your child's class teacher. If you have a complaint that you feel the Principal or Head teacher should know about, you can contact them straight away by telephone or by email.

If you feel the problem has not been resolved to your satisfaction, please go onto the school website where there are more guidelines for a complaint. [www.avenuepreprep.co.uk](http://www.avenuepreprep.co.uk)

### Revised policies and procedures

We will update our policies and procedures as necessary and in-line with Local Authority and Government guidelines.

Parts of our website were written pre-COVID-19 and this is the superseding document for up to date procedures and policies within school. Thank you for your patience and understanding at this challenging time.

### [Guidance for full opening taken from DfE:](#)

Reviewed March 2021

Martin Ayres and Mary Fysh

As required