



Keeping You safe – The Return to Victoria School **Parent Guidance – September 2020**

Dear Parent / Carers

We are acutely aware that Coronavirus (COVID-19) will have impacted on every child, every family and every member of staff and that while this has been a 'collective' experience, every individual will have experienced and responded to it in a different way.

When our doors officially reopen in September, we all know that things need to be different. This Guide has been specifically written for Parents to help you and your child understand **how** it will be different and also the measures we are taking to keep everyone as safe as possible.

It has been written in accordance with the Department for Education Guidance, other relevant DfE documents and Livability's Standard Operating Procedures in response to Coronavirus (COVID-19).

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The DfE Guidance outlines what schools **MUST** do to ensure the setting is as safe as possible. We will need your help and support with all of them, but especially the first one:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms; or who have someone in their household who does, do not attend the setting.**

Please **DO NOT** send your child in to school if they or any member of your household has any COVID-19 symptoms.

Please **let the school know, get tested and stay at home.**

We will not be taking temperatures of students or staff routinely on our return.

Please take your child's temperature before they leave the house each morning to come to school. If their temperature is 37.5 or above please do not send them to school, no matter how well they appear. Please contact the nursing team via the main school number if such a situation arises.

Victoria School and Livability takes its responsibilities on safety very seriously. If someone within school develops symptoms they will be sent home to isolate for 10 days and get a test, if they test positive then Test and Trace will be activated. If there is a **suspected case**, we will contact all relevant parties. If the Governors and Livability decide the school needs to close it will be for a **minimum of three calendar days**. The school will be deep cleaned during that period of closure.

If there is a **confirmed case**, all those who have had close contact will be informed immediately. Any confirmed cases within school will be reported to our local Public Health Office and further guidance will be taken from them. The NHS Test and Trace system will commence, and school will assist with this process. Parents and the Local Authority will also be advised we have a confirmed case. In consultation with Governors, Livability and the Local Authority, the school may make the decision to close. This will be for a **minimum of three calendar days and a maximum of fourteen calendar days**. The school will be deep cleaned during that period of closure. If the school has to close, we will endeavour to switch to virtual learning as soon as possible. Your child's class teacher will provide this for you and be your single point of contact. You can also request virtual learning if your child needs to self-isolate.

We will consider redeployment of all available roles within the school to ensure safe staffing levels at all times. However, if staffing levels are not safe, we may have to consider collapsing groups and restricting student numbers, or operating a part-time model. We greatly appreciate your cooperation and support with keeping everyone as safe as possible.

2) Clean hands thoroughly more often than usual.

There will be strict, scheduled and regular handwashing throughout the day, as this is **essential**. As a minimum this will be: on arrival, before and after breaks, changing rooms, before and after eating. You can help prepare your child for this using the numerous resources available online. There will be hand

sanitising units throughout the school and access to sanitising hand gel everywhere. Mobile handwashing stations will also be available. Please alert the Nursing Team if your child has skin sensitivities.

3) **Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.**

Every member of staff working directly with students has completed Infection Prevention and Control training. There are posters everywhere in school to alert and promote good respiratory hygiene. There will be tissues and bins available in every classroom. Wherever possible, your child will be encouraged and supported to follow this. If your child is not capable of doing this independently, staff will support them. Rooms will be well ventilated wherever possible and outdoor spaces will be also be available for each class. We also plan to install Marquees to increase the amount of outdoor space that can be used and provide increased cover as the weather becomes more unsettled.

4) **Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.**

- Each classroom will have a daily checklist for cleaning with oversight from the Nursing Team. Communal areas will be restricted and the dining hall and playhall will be cleaned after each sitting with oversight from the Team Leaders. Every classroom will have its own bucket of cleaning equipment and all staff understand the need to 'clean as you go'. Posters will be around school to remind everyone to follow this at all times. Until further notice, Class teachers will continue with email communication between home and school instead of using home / school books. Equipment in the classroom will, wherever possible remain allocated to the individual. If there are 'shared' resources, these will be wiped down after use. Daily use of cups, plates and cutlery will be restricted to your individual child and processed through the dishwasher at the end of each day. Outside equipment will be cleaned with hot soapy water after use.

5) **Minimise contact between individuals and maintain social distancing wherever possible.**

This is one of the hardest measures for us to maintain within our setting with some of our children. However, where possible, we will ensure staff and

children keep 2m distance at all times. ALL staff have received training, advice and guidance on this. There are signs, posters and tape around the school to indicate and promote this.

In addition, there will be no staff entering the kitchen at any time, and food will be served up and brought to your child. There will be two lunchtime sittings and some classes will eat in their classroom areas. Classes will have staggered break times and their own designated outdoor spaces and toilets. Wherever possible we will seat students 2m apart, side by side and facing forwards.

Therapists will also be asked to limit and restrict their movements between the main school and Carmel House wherever possible. Communal areas are restricted and accessed on a rota basis and some communal rooms allocated to specific 'bubbles'. The Gym may be used by identified students and each piece of equipment cleaned after each student's use. Staff with that particular student will be responsible for ensuring the cleaning of the equipment.

The MILE room will be used by Lulworth and Studland classes only. Strict cleaning of this room by staff must be managed after use. The soft play area may be used by Corfe and Explorers only. The Sports Hall can be used on an agreed rota, but any equipment used must be washed in hot soapy water after use and dried. There will be NO contact sports. Resources that are shared between classes are to be cleaned meticulously between bubbles or rotated to allow them to be left unused for a period of 48 hrs (72hrs for plastics).

Staff have been designated specific break-time rooms. We also have a designated medical / isolation room, and we have created additional Physio and SaLT areas and have closed off Art, Music and Food Tech rooms to students until at least October half-term, unless the Guidance changes significantly before then.

Sadly, the Swimming Pool will also remain closed until at least October half-term as we cannot currently meet the requirements of the Guidance set out. There will be no extra-curricular activity or trips out until at least October half-term. There will be no whole school assemblies. Certificates will be awarded to individuals in class settings.

There will also be no visitors / contractors on site wherever possible during the school day. If this is essential, they will need to sign due diligence forms and be issued with a mask if they cannot maintain social distancing and will be

restricted to areas away from children. Meetings will be done virtually or face to face meetings will be restricted in numbers attending.

We have created the following 'bubbles' to limit and reduce contact:

Class Name	Lunches Time and Space	Outside areas and Inside Designated Areas	Toilets	Entrance and exit
Explorers GT/LM	11.30 in class	Garden / Classroom and Soft Play	Own toilets – in corridor outside class	Doors into garden (Although majority will need to come through main reception – parent drop offs)
Corfe JW	12.00 in class	Garden / Classroom and Soft Play	Own toilets - in class	Doors into garden (Although majority will need to come through main reception – parent drop offs)
Durdle NT	12.00 in dining room	1/3 of Playground / Classroom/ Playhall / Sports Hall	1 allocated toilet in main toilets (1 with wide bench)	Doors onto playground (FH and KA come in via reception – parent drop offs)
Sandbanks LB	12.30 in Dining room	1/3 of Playground/ Classroom / Playhall/ Sports Hall	Bathroom between Sandbanks & Brownsea (except OC – main bathrooms, end on left)	Doors onto playground (except Seb who comes in/goes on transport doors by DH)
Studland HM	12.00 in class	Potentially the grass area near Victoria Park (the small wooded area) / Classroom / Mile room	In class	Door behind food tech / class door out to the front (near Gill's office)
Lulworth LN/LBa	12.00 in class	Area outside classroom / Classroom / Mile Room	1 allocated toilet in main bathrooms (with wide bench)	Doors onto playground, Doors by DH & parent drop off
Brownsea CN	12.30 in Dining room	1/3 of Playground Classroom/ Playhall / Sports Hall	1 allocated toilet in main bathrooms (1 with wide bench)	Doors onto playground, Doors by DH & parent drop off
Purbeck DH	12.30 in Dining room	Grass area by Drama Studio Classroom/ Playhall / Sports Hall	1 allocated toilet in main bathrooms (1 with wide bench)	Doors onto playground, Doors by DH & parent drop off
Green Island SV/EM	12.00 Class based	Classroom / Back of Carmel TBC / Marquee	Ground F 3 rd	Fire door at rear of class
Furzey AG	Dining room 2 nd sitting 12:30	Back of Carmel TBC / Marquee / Sports Hall / Gym	Ground F 1 st	Rear door (not automated?)
Arne SH	Dining room 1 st sitting 12:00	Back of Carmel TBC Marquee / Sports Hall / Gym	Ground F 2 nd	Side door (near drama)
Pergins HS	First floor meeting room	Back of Carmel Marquee / Sports Hall / Gym TBC	First F both	Sliding front door
Hengistbury BM (Friday Group)	12.00 in Dining Room	Classroom / Sports Hall / MUGA	Main bathrooms	Doors onto playground, Doors by DH & parent drop off

6) Where necessary, wear PPE

Updated guidance on the use of face coverings in education

On 21 August, the World Health Organisation (WHO) [updated their advice on when children over the age of 12 should wear face coverings](#). The WHO now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area”. As a result, the government has revised the [guidance on face coverings for staff and children in Year 7 or above in England](#). Our staff will be strongly encouraged to wear a face mask or visor AT ALL TIMES, and if your child wants to wear a face mask, this will be supported.

PPE will be worn when any personal care or eating / drinking takes place. There are social stories and a video the school has made to prepare your child for this that can be accessed via our Facebook Page or requested via the school. A visor as well as a mask will be worn if your child needs to be supported to eat or drink. If your child needs help with personal care, a mask / visor, gloves and aprons will be used. Staff will use hand gel or wash their hands after every interaction they have with students. PPE Kits will be readily available outside the medical room to be donned by any staff providing student care to a suspected case of Coronavirus (COVID-19), prior to their collection.

Transport

Hopefully, you will have been contacted by your Transport provider by now. If not, please contact them directly. On arrival at school, students and transport providers are asked to wait in either the front or rear car park until they are collected by their relevant member of staff. Team Leaders will relay to relevant staff teams for collection. This will be done a bus at a time to minimise contact. This system worked really well during June / July.

If you are bringing in your own child, please wait in your car until the relevant staff member comes out to collect them, and please keep the handover as brief as possible and observe social distancing guidelines.

If possible, we request that you do not drop off your child until 9:30am and then collect them at 3:30pm.

However, we appreciate we will need to consider a degree of flexibility with this. Please let your class teacher know if you cannot do these times for any reason, and arrange directly with them times that work for you, your child and the class.

Attendance

The DfE Guidance is very clear that they are expecting all children to return in September. Whilst we want this too, we acknowledge that every child has individual needs and some of them have higher medical needs than others. If you have any specific concerns that your child's lead consultant or child's GP cannot answer, please contact Fran Hunt (Lead Nurse). Absence will of course be authorised on medical grounds if necessary. We appreciate we will also need to consider a degree of flexibility with attendance arrangements as the return to school will be a period of anxiety and re-adjustment for many of our students and understandably, yourselves too.

Medication

After hand washing, medication will be brought to the dining room to be signed in by the Nursing Team. Medication will be collected by the staff member ONLY at the end of the day from the Nurses' office.

Any student who requires AGP (Suction) will be allocated a designated room for this and all relevant staff will be guided by the Lead Nurse on procedures. More information on this will be provided to you if your child requires AGP.

The Curriculum

The DfE has rightly recognised that; [“Substantial modification to the curriculum may be needed at the start of the year”](#). The School will continue to promote and embed the 'Recovery Curriculum' as a model to support trauma and loss and build resilience and trust in a safe and nurturing environment. This will be alongside and through their current subject areas. For the first two weeks, students will be taught with their classes and therapists will be overseeing and revising equipment, plans and delivering further staff training.

Physiotherapy

There will be additional spaces created to ensure that therapy is prioritised for all students, but especially those who have been out of school for so long. Physios will wear face masks and will clean down after each student. Visors may sometimes be worn when required. For example for chest treatments. There will be no more than two students per room and a maximum of 2 staff, including the physio. All physio will be timetabled, and wherever possible, therapists will be working within building bubbles.

Occupational Therapy

OT will take place in classes or in the OT Room if necessary. Wherever possible, therapists will aim to be working within building bubbles.

Speech and Language Therapy

SaLT will take place in classes or in one of the re-designated SaLT Rooms. Wherever possible, therapists will aim to be working within building bubbles.

Dual Placements

The DfE Guidance states that schools need to work together to ensure dual placements are safely and carefully managed. Schools for these students have been contacted and Infection Prevention Protocols in both settings have been shared. There are agreed protocols in place for any suspected or confirmed cases of COVID-19, and Risk Assessments have been shared.

We thank you for working with us in keeping you as safe as possible.
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