



**Sandringham Primary School**  
& Sandringham Pre-School  
A great place to be two



## **Sandringham Primary School and Daycare**

### **Covid Outbreak Management Plan**

**Autumn 2021**

#### **Overview**

DFE guidance states schools should have “outbreak management plans”, outlining “how they would operate” if any of the measures described in the guidance were recommended for their setting or area.

The guidance states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings.

This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.

If there is a need to address more widespread issues across an area, **“ministers will take decisions on an area-by-area basis”**

**The information set out below details Sandringham Primary School’s procedure that can be implemented if necessary.**

#### **Limits on attendance**

Schools’ outbreak management plans should cover the “possibility they are advised to limit attendance”, though such restrictions “should only ever be considered as a last resort”.

As with other periods of restricted attendance as a school we will continue to provide a high quality remote education for all pupils not attending due to the restrictions. This will continue to be via our Google classroom or on Class Dojo for younger pupils.

The school will continue to provide a chromebook for every child not attending face to face teaching.

Restrictions on attendance may sometimes be advised by local public health teams for individual settings or clusters of “closely linked settings”. Although for Sandringham this is highly unlikely unless pupils have attended or have close links with other schools in a recent period. The guidance states clusters will be no more than 3 or 4 settings linked in the same outbreak.

If attendance restrictions are required across an area, the government will publish detailed operational guidance for us as a school to adhere to.

If restrictions on pupil attendance are needed, the headteacher and governors will be best placed to determine the workforce required onsite and if it is appropriate for some staff to work remotely.

If local restrictions are put into place the DFE guidance states early years and primary settings should be “prioritised to continue to operate as normal”. If some attendance restrictions are needed at Sandringham vulnerable children, children of critical workers, children in Reception, Year 1 and Year 2 will still be allowed to attend.

**Bubbles** can be introduced at short notice based on the previous model of class bubbles. If required staff may be deployed to work in a different bubble. The school staffing structure allows the flexibility for this.

School playtimes are already timetabled in phases (e.g. Y3 and Y4) and the playground space allows these year groups to be split into separate zones or areas if needed. Lunchtimes are split into KS1 and KS2 but can easily be moved back into a year group rota at short notice. The previous plan can be adopted and implemented easily.

If attendance needs to be restricted further due to rises in cases, vulnerable children and young people and children of critical workers will be able to attend the school site.

The DSL will coordinate with the Inclusion and Pastoral team ways to keep in regular contact with any children who may fall into the SEN/vulnerable category but are unable to attend on site.

### **Face coverings**

It may be necessary or advised that face coverings should temporarily be worn more widely in settings in our local area. This would be advised by local directors of public health.

This may include face coverings in communal areas (for staff) but for primary school pupils less likely in classrooms.

### **Vulnerable pupils and staff**

Shielding for people who are clinically extremely vulnerable was paused earlier this year.

DFE guidance states ministers could agree to reintroduce shielding “in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list”.

Therefore if this decision is made regarding shielding being reintroduced the school will refer to any updated advice from the DFE, PHE and local public health services. The school will also refer to it’s COVID Risk Assessment which goes into detail regarding staff who need to shield. Individual risk assessments will be produced as necessary.

### **Parent attendance, Trips and Performances**

If required the school may have to limit residential trips, open days, transition or taster days. This may also limit parental attendance on site for meetings and performances.

Children should still also be allowed to attend holiday activities planned by the school

However, if a local authority decides not to hold face-to-face holiday clubs as a result of Covid, for example if they are cancelled following government advice, they should “operate flexibly to ensure that eligible children still receive support that meets the aims of the programme”.

### **Communication to parents and staff**

The school uses parentmail, twitter and the school website to publish, promote and circulate all information to parents and carers.

If any changes are needed or the school is instructed to implement them then parents will be notified as soon as possible. Where necessary follow up calls will be made.

All COVID risk assessment documents and updates regarding Sandringham Primary School can be found on the website [here](#)