

## Emergency Planning for COVID-19 – Information and Frequently Asked Questions

### **1. What prevention steps have been taken?**

- Assemblies to students - advice explaining the symptoms and how to reduce the spread of infection.
- Government poster around the school to assist in this – available on the school's website home page.
- Emails to parents and staff with the Government links to information updates.

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

- Ensuring continually topping up soap dispensers
- Reprioritising of Cleaning to ensure desk surfaces, telephones, keyboards and mouse, door handles and doors are cleaned more frequently.

### **2. What should I do if my child has been to an affected area?**

- Inform the school via Student Services and follow their advice
- If category 1 country / area must self-isolate and contact NHS 111
- If category 2 country / area and no symptoms continue to attend school
- Link to Foreign and Commonwealth Office defining Category 1 and 2:

<https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk>

### **3. What should I do if my child has been to an affected area, plus if they have any concerns or health issues?**

- Inform the school via Student Services and follow their advice
- Immediate self-isolation
- Contact NHS 111

### **4. When would the school be closed?**

- We continue to receive daily updates from the DfE and Public Health England, who are the only bodies that can make a decision about school closures.
- The school will be contacted by the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of the school will be undertaken by the Health Protection Team with relevant staff. Advice on the management of students and staff will be based on this assessment.
- We have contingency plans in place if a significant number of staff are absent from school.

### **5. How would the school communicate a closure? We will send:**

- A text message to all parents
- An Email
- A Letter

**6. How would school work be sent, with subsequent feedback, to my child?**

- All staff have email groups for their classes. Teachers will email these classes any work that needs to be completed.
- All staff and students have access to Office 365. Some teachers, in addition to emails, may use groups in Office 365 to send students work and undertake marking
- Students should check that they know how to log onto and use Office365.
- Students must ensure any files they need to work on are uploaded to Office365.
- Students should ensure they have resources at home for each subject by storing textbooks at home and only bringing to school textbooks required for the day.

We are aware that not everyone has access to the Internet or a computer at home. Please contact your daughter's / son's Learning Manager if you foresee any difficulties with the above arrangements.

We are asking all parents to maintain lines of communication through the school's parent app, general email (office@shsg.org) and website ([www.shsg.org](http://www.shsg.org)). We will also send you a text message if there are any urgent communications.

**7. When will the School be re-opened?**

- Following instruction from the DfE and Public Health England
- Deep cleaning undertaken
- A text and email, along with social media, will be sent

**8. What will happen if the school is closed during the exams?**

- Cordon off the Sports Hall
- Clean every desk after each exam
- Take advice from Ofqual if the school is closed completely.

<https://www.gov.uk/government/news/updated-statement-on-coronavirus>

**9. How are the school trips being managed?**

- We are guided by the Department for Education, Public Health England and the Foreign Commonwealth Office with advice regarding foreign trips. Trip will not go ahead to a Category 1 country / area. All other trips will go ahead unless advised otherwise.
- Risk assessment of what to do if a student or member of staff becomes ill whilst away on a trip.
- People who have returned from Category 1 specified countries/areas in the last 14 days should self-isolate. This includes avoiding attending an education setting or work until 14 days after they return.
- People who have returned from Category 2 specified countries/areas in the last 14 days, are advised to stay at home if they develop symptoms. All other students and staff should continue to attend school, including their siblings attending the same or a different school (unless advised not to by public health officials).