

Friday 6th November 2020



Dear Parents/Carers,

COVID-19 NATIONAL LOCKDOWN - 5TH NOVEMBER TO 2ND DECEMBER 2020

As you are probably already aware, from Thursday 5th November until 2nd December, a new national lockdown will be in place. Unlike during the previous lockdown, it is intended that schools will stay open for all students. We remain committed to providing your children with a world-class education throughout this challenging time and will continue to follow Public Health England and Department for Education guidance on keeping students and staff safe.

In light of the increased local risk and new guidelines from the government, the following measures will be in place at The Swan (initially until 2nd December):

1. **Family Dining** - this will continue as we believe that eating together is such a valuable part of our school day. However, we will be changing the seating plan so that students sit with other children in their form class. Students will be informed of their new table number and role on Friday 6th.
2. **Breakfast Club** - a register and a record of where children have sat and with whom will be taken every day so that we can easily identify any contacts.
3. **Library** - a register will be taken every session. Separate year 7 and year 8 seating areas to help identify contacts.
4. **Break**
 - New designated outside seating area where children will need to eat snacks - this is to ensure that students are outside (where transmission risk is much lower) as far as possible.
 - Detention will move to the canteen where there is more space and ventilation.
5. **After School Clubs** - homework club and 5K club will continue as they enable parents to continue to work and take place during our 'regular' (pre-Covid) school hours:
 - Homework Club - students will sit on individual desks, facing in the same direction.
 - 5K Club - will take place on the school field. Any students who want to participate will need to wear their PE kit to school as they may not use the changing rooms.
6. **Meetings** - all meetings will happen virtually where at all possible. Staff meetings will be socially distant and virtual where this is not possible.

These precautions are in addition to the measures that were introduced as part of the Tier 2 measures (31st October), which are summarised below:

1. **Face Coverings** - Face coverings must be worn in secondary schools by staff, visitors and students when moving around school in corridors and communal areas where social distancing is difficult. It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they may inhibit teaching and learning, however staff and students are welcome to do so.
 - Please ensure that your child has their own face covering with them at all times. This should be clearly labelled with their name.
 - A face covering will now be an essential piece of equipment. From Tuesday 3rd November, students will be sanctioned if they do not have a face covering.
 - If your child has a reason to be exempt from wearing a face covering, please let us know.

2. **Ventilation in Classrooms** - All windows and doors within classrooms will be open to improve ventilation. We are aware that this may make classrooms quite cold in winter so we have already arranged for additional heaters in every room. We also advise children to wear warm layers under their uniform on particularly cold days. Staff will use their professional judgement to advise if it is cold enough for students to wear a coat indoors.
3. **Visitors** - we will be further restricting the number of external visitors to school; visitors will only be invited on-site if a face-to-face meeting is essential. All visitors will be asked to attend meetings on their own and to wear a face covering at all times.
4. **Library and Breakfast Club** - we would like to continue to make these spaces available for students but will be asking all students to sign in if using the library or breakfast club so that we can trace contacts more easily.
5. **Water Bottles** - a reminder that all children must have their own water bottle in school with them at all times. Students are not able to use the water fountains except to fill up their bottle.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Wood', with a horizontal line underneath.

Ms K. Wood (Headteacher)

COVID-19: KEEPING OUR COMMUNITY SAFE

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they should remain at home for at least 10 days from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged by visiting: <https://www.nhs.uk/ask-for-a-coronavirus-test>.

All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill/reported symptoms. Household members should not go to work, school or public areas whilst exercise should only take place within the home.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community. If you are able, you are advised to move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home to stay with friends or family for the duration of the home isolation period.

COVID-19 Symptoms

For most people, coronavirus (COVID-19) will be a mild illness. The key symptoms are:

- a high temperature – this means you feel hot to touch on your chest or back (over 37.8°C)
- 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've noticed you cannot smell or taste anything, or things smell or taste different to normal

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 or visit <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms>

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19:

- Wash your hands with soap and water often – do this for at least 20 seconds;
- Use hand sanitiser gel if soap and water are not available;
- Wash your hands as soon as you get home;
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze;
- Put used tissues in the bin immediately and wash your hands afterwards.