

EDWARD PEAKE MIDDLE SCHOOL

EMERGENCY PROCEDURES ARRANGEMENTS

CATEGORY: CORONAVIRUS

** Produced in line with the
government action plan
March 2020*

Information about coronavirus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

-cough

-difficulty in breathing

-fever

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

Government Coronavirus action plan

This document sets out what the UK as a whole has done to tackle the Coronavirus (COVID-19), and what it plans to do next.

The action plan can be found here:

<https://www.gov.uk/government/publications/coronavirus-action-plan>

The document includes:

- what we know about the virus and the disease it causes
- how we have planned for an infectious disease outbreak, such as the current coronavirus outbreak
- the actions we have taken so far in response to the current coronavirus outbreak
- what we are planning to do next, depending upon the course the current coronavirus outbreak takes
- the role the public can play in supporting this response, now and in the future

Communication

Please direct all initial emails to info@edwardpeake.beds.sch.uk. This means that your email can be directed to the right person and can be dealt with effectively. It also means that in the event of staff absence, another member of staff may be able to respond to you in a timely manner. School communication methods will continue to follow usual procedures. Full information regarding these procedures can be found in our communications policy. If your contact or emergency details have changed, please contact the school office to update these.

Stage 1: Prevention and education phase

- Parents/carers provided with national guidelines regarding coronavirus.
- All pupils issued with guidelines regarding appropriate handwashing techniques.
- Posters in all school toilets demonstrating appropriate handwashing techniques.
- Access to appropriate handwashing facilities for all staff and pupils.
- Using the catch it, kill it and bin it approach for all members of the school community.
- All frequently touched objects and surfaces will be cleaned and disinfected as part of our regular cleaning routine.
- Risk assessments completed for any trips or extracurricular activities in line with current government guidelines.
- Topic to be discussed in community circles to reduce fear and address misconceptions surrounding the virus.
- Regular updates to parents/carers.
- Monitoring of government websites which issue health advice and guidelines.
- Regular monitoring of staff absence for symptoms of coronavirus.
- Review and monitoring of pupil absence for symptoms of coronavirus.
- Designated coronavirus lead allocated for school emergency procedures: **Miss H Butchard (Deputy Headteacher)**
- Reducing the impact and spread of misinformation by relying on information from trusted sources, such as that on www.nhs.uk, , www.gov.uk

Stage 2: Contamination and isolation phase

People who have returned from category 1 specified countries/areas in the last 14 days should self-isolate. This includes avoiding attending work until 14 days after **they return.**

**Please be aware the category 1 countries/areas can change on a daily basis and government websites will host the most recent information.*

What to do if a pupil or staff member has travelled from a Category 2 specified country/area in the last 14 days:

If they are currently well:

- they are advised to self-isolate only if they develop symptoms
- they can continue to attend work or education
- they do not need to avoid contact with other people
- their family do not need to take any precautions or make any changes to their own activities
- testing people with no symptoms for COVID-19 is currently not recommended
- it is useful to always take a mobile phone with them when they go out so that they can contact others if they do become unwell.

**Please be aware the category 2 countries/areas can change on a daily basis and government websites will host the most recent information.*

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Potential case of coronavirus

Designated lead for coronavirus emergency procedures: **Miss H Butchard (Deputy Headteacher)**

Staff will report any coronavirus symptoms to the designated lead. Symptoms present in children will be reported to the designated lead by the first aid team.

Call NHS 111, or 999 in an emergency (if they are seriously ill or their life is at risk), and if appropriate, explain which country they have returned from in the last 14 days. This will be done on behalf of pupils and staff. People who become unwell will be advised not to go to their GP, pharmacy, urgent care centre or a hospital.

Whilst we wait for advice from NHS 111 or an ambulance to arrive, the school will find a safe space for the unwell person to sit which is at least 2 metres away from other people.

Designated school space for individual isolation: Deputy Head's office

Designated bathroom for individual isolation: Disabled bathroom in the admin area.

Designated school space for group isolation: RM 1

Designated bathroom for group isolation: Yr 5 toilets.

If it is possible to open a window, we will do so for ventilation. Individuals will avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, the individual will be asked to place the tissue in a bag or pocket for disposing in a bin later. The room will be deep cleaned once they leave.

Stage 3: Confirmed cases and potential closure phase

The current guidance is that schools and colleges should not close unless specifically told to do so by Public Health England. Should we be told to close, we will communicate directly with you about what is happening and what your son or daughter needs to do. We will arrange for a deep clean should this be necessary.

Closure arrangements

Steps taken to decide on whether to close the school will be as follows:

- Head teacher will liaise with the Local Authority, Public Health England, Diocese of St Albans, Chair of Governors and a joint decision will be made whether school should be open or not.
- The length of time the school will be closed will be determined by Public Health England and local council advice.
- Please be aware that national government guidelines may override this decision.
- The decision to open school, or not, will be communicated to staff and communicated to parents via
 - The school website
 - Email via school comms
 - School twitter account

- Local Authority and local media websites.

- The school email account and communications system will still be monitored in the event of a closure. All emails will be responded to in a timely manner in line with our communications policy.

Continuing the curriculum

- All pupils will be expected to log on to Maths Whizz and complete their individual assessments.
- All pupils will be expected to complete the accelerated reader programme.
- KS2 pupils will be expected to access spelling shed as part of the English curriculum.
- Work booklets will be set for each year group by Heads of Department. The booklets will be uploaded in to a dedicated area on the website.
- Printed booklets can be provided if internet access is limited.
- Individual class teachers will upload topic based activities to google classroom.

Appendix 1: Useful websites and resources

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/common-questions/>

Department for Education Coronavirus helpline

The Department for Education has a new helpline to answer questions about COVID-19 related to education. Staff, parents and young people can contact the helpline as follows:

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm (Monday to Friday)

Appendix 2: Frequently asked questions

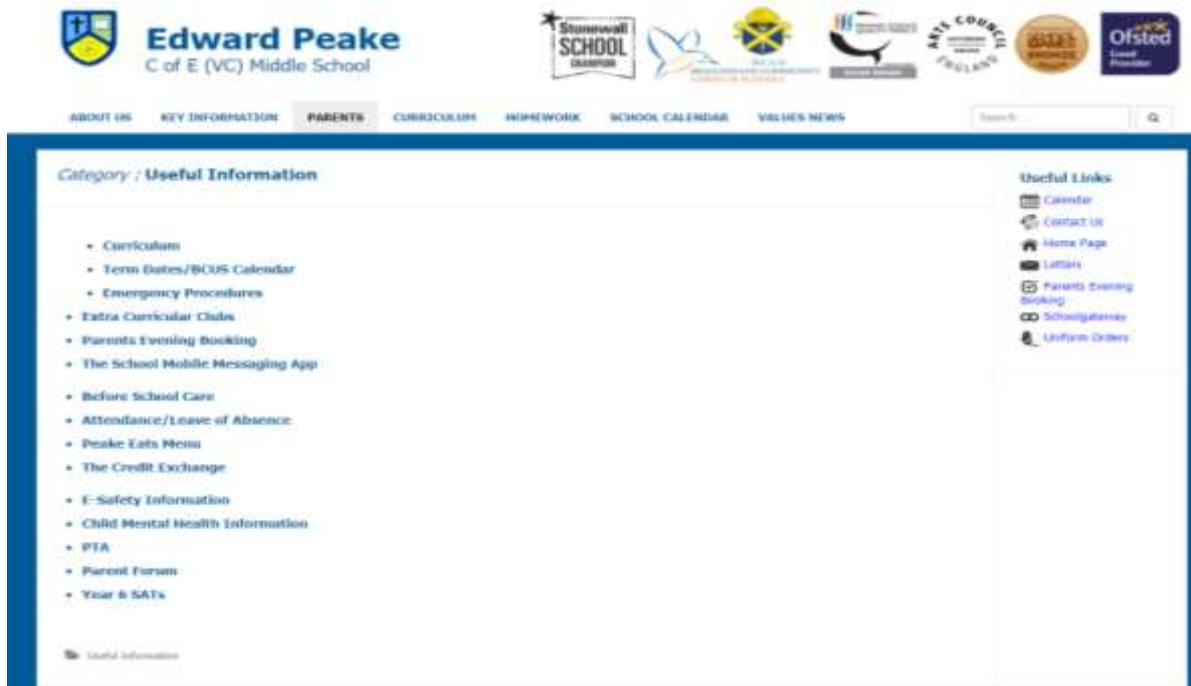
Question	School response
How effective is Edward Peake Middle School at keeping my child safe?	We are following Public Health England guidance and government advice regarding H+S procedures.
What do I do if my son or daughter is ill?	If you believe that your son or daughter may have any symptoms of COVID-19, you should keep them at home and call NHS 111 for guidance.
What do I do if my child is told to self-isolate for 14 days?	Please contact Miss Butchard at the main office so that we are aware. Each department is putting plans in place to support the pupils' learning if any have to be absent from school.
What do I do if my son or daughter has an underlying medical condition?	Contact your GP or NHS 111 for specific guidance and keep us informed.
How can I support my son or daughter?	<ul style="list-style-type: none">• By providing reassurance. It appears that people under the age of 20 are not as significantly affected by the virus as older people.• If your son or daughter has any concerns about their school work, please ask them to talk to their teachers.• Encourage everyone to properly follow handwashing and personal hygiene precautions.• Make sure we have the most up to date contact details for you.• Stay up-to-date with the official Public Health England guidance

Appendix 3: Accessing resources on the website

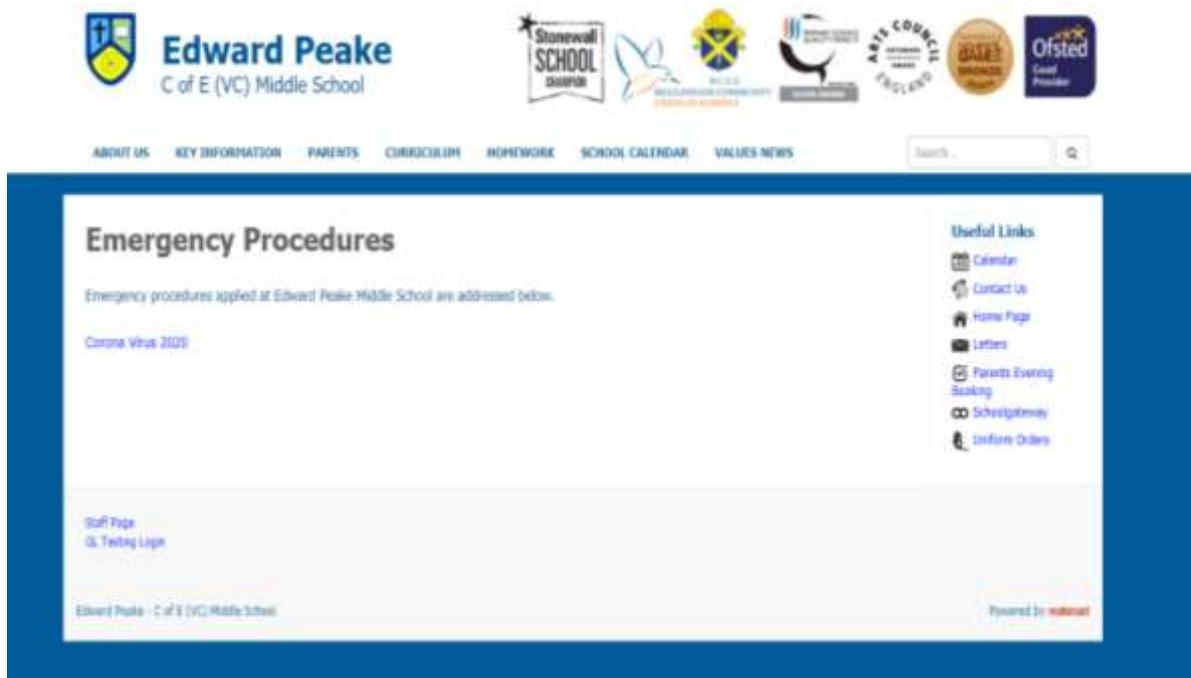
Access the main school website

<http://www.edwardpeake.beds.sch.uk/>

Click on the tab labelled 'parents'



Click on the tab labelled 'emergency procedures'



Click on the link labelled 'Corona Virus 2020'

The screenshot shows the website for Edward Peake C of E (VC) Middle School. The header includes the school logo, navigation tabs (ABOUT US, KEY INFORMATION, PARENTS, CURRICULUM, HOMEWORK, SCHOOL CALENDAR, VALUES NEWS), and a search bar. The main content area is titled 'Corona Virus 2020' and lists links for 'Parent/Carer Information', 'Year 5 Strategy', 'Year 6 Strategy', 'Year 7 Strategy', and 'Year 8 Strategy'. A 'Staff Page' link with a 'Testing Login' sub-link is also present. A 'Useful Links' sidebar on the right contains icons for Calendar, Contact Us, Home Page, Letters, Parents Evening Booking, School Gateway, and Uniform Orders. The footer shows the school name and a 'Powered by' logo.

Click on the tab labelled 'Parent/Carer information'

This screenshot shows the 'Parent/Carer Information' page on the same website. The header and navigation are identical to the previous screenshot. The main content area is titled 'Parent/Carer Information' and displays two PDF links: 'http://smartfile.s3.amazonaws.com/edwardpeake-realtimecloud.com/uploads/2020/02/Coronavirus-Advice-Sheet_25-Feb-20.pdf' and 'http://smartfile.s3.amazonaws.com/edwardpeake-realtimecloud.com/uploads/2020/02/Coronavirus-Ltr_25-Feb-20.pdf'. The 'Useful Links' sidebar and footer remain the same.

Each file labelled with the year group will contain work booklets for pupils to access.

Appendix 4: Accessing google classroom

Visit the main school website

<http://www.edwardpeake.beds.sch.uk/>

Logging on

Teachers

Enter your SchoolsNET username (firstname_lastname) and password.

Click "Logon".

Students

Students who have returned their parent/carer consent form will use their SchoolsNET username (student number) and password.

Click "Logon".

When the Backpack page launches, click the Google Classroom icon.



Google Classroom
Classroom

Benefits

Google Classroom:

- lets teachers post class resources, assignments, announcements and due dates so they are visible to all class students. Even students can post announcements if the teacher enables it.
- connects to your Google Drive to automatically create and manage folders for each of your classes. Classroom adds any assignments and materials to the right folder all on its own.
- can be accessed from anywhere online, on any device with a modern browser.
- enables real-time learning all in the web. Teachers can view a student's work live and students can receive feedback as they go, even before they've submitted.

Join a Class

There are a couple of ways to join a class in Google Classroom, but your teacher needs to create a class before you can join one.

When your teacher has created the class and invited you to join, you will receive a notification in your Gmail inbox.

Open your email: <https://mail.google.com/a/schoolsnet.act.edu.au> and log in with your SchoolsNET username and password.

Once inside your inbox, open the notification email and click the link to join.

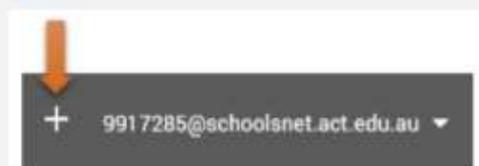
From: **John Teacher (Classroom)** <no-reply+8f8d0ef0@classroom.google.com>
Date: 10 December 2014 at 16:19
Subject: You have been invited to join Science
To: 9917285@schoolsnet.act.edu.au

John Teacher invited you to join Science.

Click to enroll in the class: <http://classroom.google.com/c/Mjg4NDg4OTIa?accept=Mjg4NDg4OTIa>

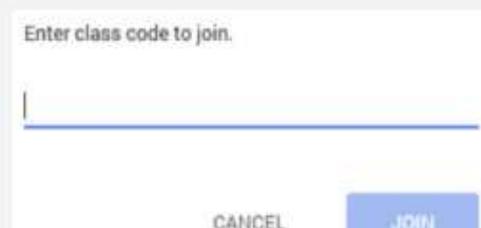
Another way is to join a class from your page using a Google Classroom enrolment code.

Go to <https://classroom.google.com> and click the + icon in the upper right corner



Ask your teacher what the Google Classroom code is to join the class. This is displayed to the teacher in the class **STREAM**.

Enter the code and click **JOIN**

A screenshot of the Google Classroom 'Enter class code to join' form. The form has a white background and a light blue border. At the top, it says 'Enter class code to join.' Below this is a text input field with a blue underline. At the bottom right, there are two buttons: a grey 'CANCEL' button and a blue 'JOIN' button.

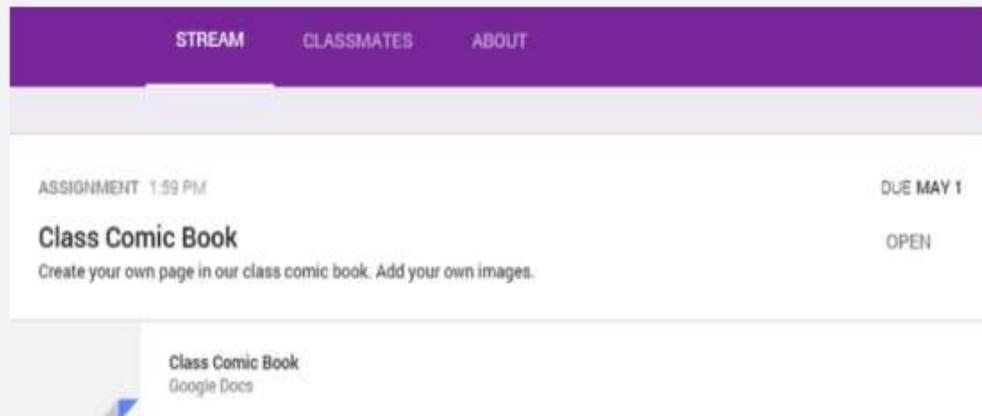
View Assignments

You can view assignments in the class stream and on the Assignments page. On the Assignments page, you can sort your assignments by class, by those that you need to do, or by those that are done. You can also see the assignments that have been graded and returned.

To view assignments for a specific class:

Go to <https://classroom.google.com> and select the class.

Select the class. Assignments appear in the **STREAM** in the order that they were assigned.



When you select a specific assignment, you can choose to see the assignment details provided by the teacher or the details of your work thus far, including the options to add, create, and turn in work for the assignment.

You can also view assignments on the Assignments page

Go to <https://classroom.google.com> and click the menu icon  in the upper left corner.

TO-DO is automatically selected and the assignments that are due soon are displayed first.

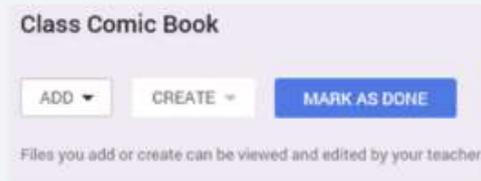
Click an assignment to access it.

Click **DONE** to see the assignments you've already submitted. If an assignment is graded, the grade is listed. If your teacher provided other feedback, you can see it by clicking the assignment.

You can view your assignments by class by clicking **SHOW ALL CLASSES** and selecting the class you want to see.

Mark an Assignment Done

Go to the class **STREAM** and click the assignment you want to mark as done. You can also access your assignments through the Assignments page.



Click **MARK AS DONE**, and **MARK AS DONE** again.

Edit Your Assignment After Submitting

Go to the class **STREAM** and click the assignment you want to edit. You can also access your assignments through the Assignments page.

- Click **UNSUBMIT** and click **UNSUBMIT** again. Your status for this assignment changes to "Not Done" so make sure you turn it back in before the due date!
- Make any necessary changes and attach any new documents or links.
- If you add an attachment, click **TURN IN** or **MARK AS DONE** if there are no attachments.
- Add a private note to your teacher if needed and click **TURN IN** or **MARK AS DONE**.

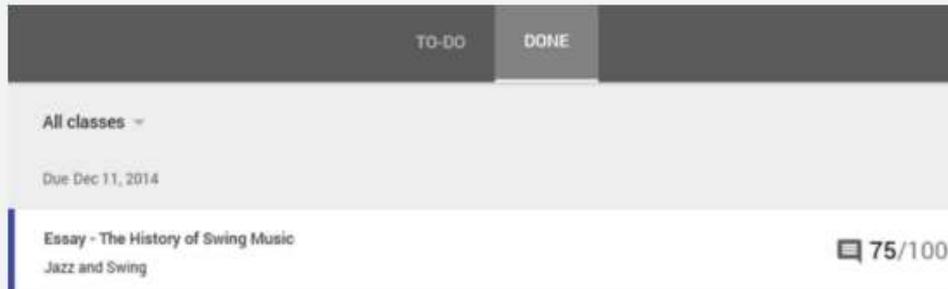


View a Returned Assignment

After a teacher returns an assignment, you can view it on the Assignments page or in the class stream.

To view a returned assignment on the Assignments page:

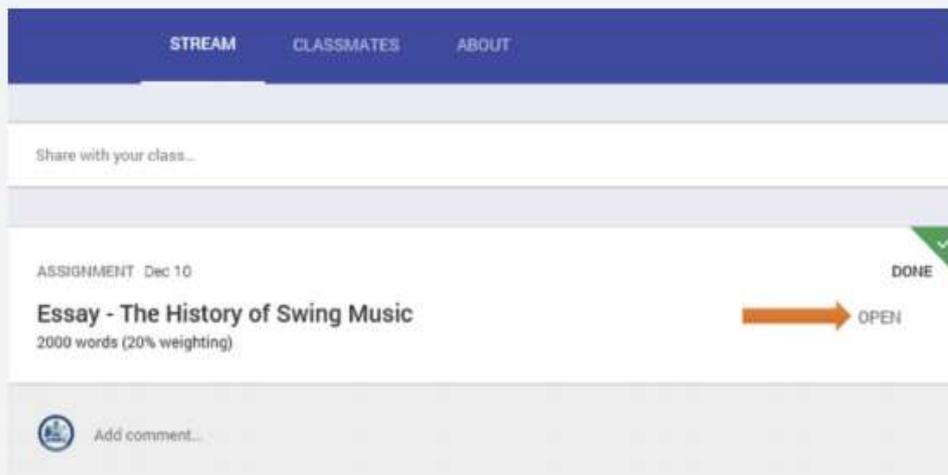
- Click the Menu icon ☰ and select **Assignments**.
- Click **DONE** to see the assignments you've submitted. The grade and any comments from the teacher are listed next to the assignment.
- To sort your assignments by class, click **SHOW ALL CLASSES**.



The screenshot shows a navigation bar with 'TO-DO' and 'DONE' tabs. Below it, there's a section for 'All classes' with a dropdown arrow. Underneath, it says 'Due Dec 11, 2014'. The main content area shows an assignment titled 'Essay - The History of Swing Music' with a sub-title 'Jazz and Swing'. To the right of the title, there is a speech bubble icon and the text '75/100'.

To view a returned assignment in the class stream:

- Select the class and open the **STREAM**.
- Find the assignment in the class stream and click **OPEN**.



The screenshot shows a navigation bar with 'STREAM', 'CLASSMATES', and 'ABOUT' tabs. Below it, there's a 'Share with your class...' input field. The main content area shows an assignment titled 'Essay - The History of Swing Music' with a sub-title '2000 words (20% weighting)'. To the right of the title, there is a green checkmark icon and the text 'DONE'. Below the title, there is an orange arrow pointing right with the text 'OPEN' next to it. At the bottom, there is a comment section with a profile picture icon and the text 'Add comment...'.

- To view the assignments for that class on the Assignments page, click **VIEW ALL** in the ASSIGNMENTS box.