

1st March 2022

Dear parents/carers,

Re: Operational routines following changes to Covid guidance

I hope that this letter finds you and your family well and that you have enjoyed a safe and restful half term break.

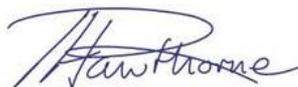
As you will be aware, last week the government announced the next phase of their response to the pandemic, which it has called 'Living with Covid-19'. As part of these announcements, fresh guidance has been issued to schools and therefore we have redrafted our 'JOG Daily Routines' document. These are now called the JOG 'Operational Routines' and a copy of them has been included with this letter. Where relevant, we have included links to DfE and/or NHS websites and I would urge you to take a little time to familiarize yourself with national guidelines too.

Whilst these changes see an easing of Covid-19 restrictions in school and a return to something far closer to the norms prior to the pandemic, I would like to stress two things. Firstly, this virus remains a public health issue and we take our responsibilities in relation to it as seriously as ever. Some measures around hygiene and ventilation will therefore remain in place in school, as we do our bit to continue to help reduce transmission of the virus. Secondly, we stand ready to step measures up, in consultation with public health officials, should there be a need to do so. If this happens, we will write to parents and carers as soon as possible.

The DfE has made it clear that face-to-face education is the priority and therefore, attendance to school remains mandatory. There is clear evidence that missing education, even for the odd day here or there, can be very costly to the chances of individuals making the progress and attainment that they should. As usual, we will be monitoring attendance very closely and whilst our approach at JOG is to work with families where there are attendance issues, I should remind you that schools have a range of other measures at their disposal to tackle poor attendance, including fines where applicable. Our young people have missed enough education in the recent past and we firmly believe that we must work together to ensure that further disruption is minimised. If you have concerns about your child attending, please contact our Attendance Officer to discuss these.

If you have any queries in relation to the new guidance or anything else, then please do not hesitate to contact the school.

Yours sincerely



Mr R Hawthorne
Head of School

John O’Gaunt School
Operational Routines from 28th February 2022

On 21st February, the Prime Minister set out the next phase of the government’s COVID-19 response. Whilst COVID-19 continues to be a virus that we learn to live with, the imperative to reduce the disruption to education remains. The evidence is clear that face-to-face education must be the priority and that being out of education could cause significant harm to educational attainment and mental and physical health.

The operational routines set out below, supersede previous school guidance and has been drawn up using the latest DfE guidance for [schools](#) and for [parents/carers](#).

General:

- Everyone in the school community needs to remain vigilant about COVID-19 and continue to help prevent the spread of the virus
- Appropriate measures such as hand sanitising, regular handwashing and regular cleaning of classrooms will remain in operation until further notice
- Should circumstances require it, for example, in the event of an outbreak in the school or local community, or if UKHSA directs the school to do so, we will revert to COVID Daily Routines and communicate the changes to staff, students, parents and carers
- DfE guidance states that, unless directed by UKHSA, face coverings are no longer advised in schools. Staff and students should follow [wider advice on face coverings](#) outside of school, including on transport to and from school

Behaviour and attendance:

- Usual expectations of excellent behaviour, smart uniform and good conduct around the school site apply
- **Attendance at school is mandatory.** Students who were previously identified as being clinically extremely vulnerable (CEV) are advised to continue to follow [Guidance for people previously considered clinically extremely vulnerable from COVID-19](#). Young people over the age of 12 with a weakened immune system should follow [Guidance for people whose immune system means they are at higher risk from COVID-19](#)
- If a student is unwell with a confirmed case of Covid-19 the usual procedures for reporting and managing absence should be followed
- Where appropriate, the school will support those who are self-isolating because they have tested positive to learn at home if they are well enough to do so. Any work will be set via Class Charts and will be marked as ‘ISO’ in each individual subject

Self-isolation, close contact tracing and LFD testing:

- Students, staff and other adults who have COVID-19 symptoms, should follow guidance on [People with COVID-19 and their contacts](#)
- Students with COVID-19 should not attend school while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to school, as long as they feel well enough to do so and do not have a temperature
- The main symptoms of Covid-19 are:
 - **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - **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

- From 24th February 2022, close contacts are no longer required to self-isolate or advised to take daily LFD tests, and contact tracing has ended
- Since 21 February, staff and students in mainstream secondary schools have no longer been expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the NHS [get tested for COVID-19 guidance](#)
- LFD test kits will no longer be provided to students. Should you need to order a test kit for home, please access the government [ordering service](#) directly or contact your local pharmacy
- The school will continue to follow appropriate procedures for staff and students who show symptoms in school. Any such cases will be asked to follow relevant public health advice, such as sending them home and asking them to book a PCR test

Arrival to and departure from school:

- Students are encouraged to cycle or walk wherever possible
- Where students use school bus services, we will adopt the relevant bus companies' risk assessment and abide by their rules for travel (e.g. use of face coverings etc.)
- For arrival all students should make their way straight into school and use the main student entrance
- Students should wash their hands and/or sanitise their hands before making their way to their Tutor room for the start of the school day and before leaving at the end of the day. External sinks are available for this purpose

Lesson Routines:

- Good hygiene practices will reduce risk of transmission (e.g. Catch-it, Kill-it, Bin-it) and we encourage these practices as far as practicable
- Seating plans will be used in all classes (except PE/Drama) and copies will be left when cover is set
- Paper towels, detergent spray, hand sanitiser and/or anti-bacterial wipes will be provided for every classroom
- Students must stay seated unless directed to move by their teacher, for example to conduct work in groups etc.
- Students are permitted to bring equipment into school and staff and students can take books to/from home for homework/assessment etc.

Start/end of lessons:

- Teachers will be in rooms to greet students at the start of every lesson and supervise dismissal at the end. Where teachers operate from multiple rooms and need to move between them, they will do their best to get there as quickly as possible
- Students should use hand sanitiser at the start and end of all lessons
- Students should wipe down their own work area, ideally at the start and end of every lesson
- Classrooms will be ventilated as far as is practicable. Where possible, Co2 monitors will be in use to help ensure good ventilation can be maintained. If classrooms are cold, students may be permitted to keep their coats on if it helps maintain good ventilation
- Students must follow the one-way system in all circumstances; they should do this even when their next classroom is close by and the one-way route means they have to take a longer route
- Bells will be used to signal the end of lessons
- An implied staggering of releasing classes will be in place and we ask staff and students to follow this as far as possible to aid the smooth transition between lessons

Break/Lunch and movement around the school site:

- Each year group will be allocated an outdoor and indoor zone. Apart from when they are accessing the canteen, students should stay in these zones and should not mix with students in other zones

- Where weather permits, students will be asked to spend as much of their break/lunchtime in the outside zones and parents are asked to invest in a good coat (as per our uniform code) to ensure this can continue into colder months
- Where inclement weather does not allow the use of outdoor zones, students will be asked to go to their indoor zones instead. A 'wet break' bell will sound to alert students and staff if inside zones need to be used as well as emails/direct communications. The indoor/outdoor system operates on an either/or approach; students will be asked to be *either* outside *or* inside but **never both**
- Staff will be on duty in these zones to supervise and will move with students if the zones change from outside to inside or vice-versa
- Students should continue to follow the nominal one-way system and move around the school site sensibly

Extra-curricular activities:

- All restrictions relating to COVID-19 have been lifted and therefore, all sports fixtures and lunchtime/after school clubs as well as group activities such as performances and singing can go ahead. However, we must remain vigilant and the school will continue to ensure that measures to prevent the spread of the virus, such as regular cleaning and sanitary measures, are kept in place
- Educational trips and visits can go ahead, and individual risk assessments will be produced for any of these, which will include adherence to COVID Routines for travel to and from venues and measures put in place by the venues themselves