



**Brooke Weston Trust**



Your guide to returning to school  
August 2020

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# Introduction

## Welcome to our guide for returning to school

While we are excited to get all our students back to school in August, safety remains our first priority.

We have taken time to review all of the government, DfE and Public Health England guidance and are confident that our procedures and operational structures will minimise risk and provide everyone in our schools with as safe an environment as possible.

We are absolutely focused on ensuring all students return in August to continue with their learning and we have in place a clear strategy based on - **Re-open, Return, Recover.**



We will **re-open** for all students

We will expect all students to **return**

We will implement a carefully planned curriculum to ensure students **recover** their lost learning

## Our core priorities

During Term 1, we will be totally focused on three core priorities.

1. Maintaining our rigorous procedures to minimise risk of infection
2. Supporting students' wellbeing
3. Closing students' gaps in learning and ensuring their progress is accelerated



COVID-19 continues to pose a threat and we will need to introduce new operating procedures across our school to minimise the risk of infection and enable our trained practitioners to continue supporting the educational and general wellbeing of our students.



This means that school will look different upon our return and some of the structures and experiences your child is used to in a normal school environment will have changed.

# Introduction

## What is the purpose of this document?

This booklet sets out guidance for the full reopening of our school for the start of the Term 1 2020.

It is intended to give you an outline of what our new school environment will look and feel like and reassure you that we will do everything we can to make our school as safe as it can be for students and staff.

This booklet explains the changes we are making to the way we would normally operate and supports you in preparing your child/ren for a successful return to school. These changes have been informed by the DfE guidance issued to schools on 7<sup>th</sup> August 2020.

The measures set out in the DfE guidance provide a framework for school leaders to put in place proportionate protective measures for students and staff. They are intended to ensure all students receive a high quality education enabling them to thrive and progress. We have been asked to minimise the number of contacts each student has during the school day to reduce the risk of transmission.

This booklet clarifies how we will meet your expectations for supporting your child on their return to school and how you can help us maintain a safe environment with minimal disruption to students' learning.

We have really appreciated your support so far and familiarising yourself with the detail of this booklet will help us provide a positive start to your child's return to full time education.



# Our approach

## Our key principles

Drawing on guidance from the Department for Education, the Brooke Weston Trust COVID-19 protocols are designed to create 'protective bubbles', which separate our school from external factors as far as possible and limit social interaction between groups of students and staff.

We are confident that the procedures outlined in this booklet offer the best possible levels of protection for our students, staff, and their families. We have undertaken a detailed evaluation of the level of risk across our site and this has provided a clear picture of the challenges and the measures we need to put in place to ensure that all students, parents, and staff are entering an environment that is as safe as possible.

We were supported in our planning with input from teaching and support staff, Brooke Weston Trust specialist colleagues and, importantly, an independent health and safety professional who has visited our site and who will be returning regularly to see how we are operating during Term 1.

Our key principles for opening in August will be:

- We expect all students to attend school
- School uniform must be worn
- We will teach a broad and balanced curriculum
- We will implement a wide range of intervention support
- We will reduce the risk of spreading the virus as far as possible
- We will implement social distancing as far as possible
- All students will return to full classrooms and teaching
- We will have in place a contingency plan for home learning



# Preparing for opening

The Department for Education have asked schools to prepare for all students to return full time from the start of the autumn term, including those in school-based nurseries. Schools must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures. As you would expect, we have sought independent advice and carried out detailed risk assessments, which we will continue to monitor as Term 1 gets underway.

The information in this section has been taken from the Department for Education guidance for schools issued on 7 August 2020. We are following their prevention and response to infection guidance. More detailed information can be found in the guidance – [click here to access the full document](#).

## Prevention - Essential measures include:

- A requirement that people who are ill stay at home
  - ensuring that students, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#) or have tested positive in the last 10 days,
  - ensuring anyone developing those symptoms during the school day is sent home
- Robust hand and respiratory hygiene
  - ensuring that students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating
  - promoting the 'catch it, bin it, kill it' approach
  - Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review.
  - Enhanced cleaning arrangements including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- Active engagement with NHS Test and Trace
- Consideration of how to minimise contact between individuals and maintain social distancing wherever possible. This will include:
  - grouping students together by year group and class
  - avoiding contact between year groups
  - arranging classrooms with forward facing desks as far as possible
  - staff maintaining distance from students and other staff as much as possible

## Response to any infection – Essential measures include:

- Engage with the NHS Test and Trace process
- Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- Contain any outbreak by following local health protection team advice

# Attendance

It is vital for all students to return to school to minimise as far as possible the longer-term impact of the pandemic on students' education, wellbeing and wider development. The Department for Education have advised us that school attendance will therefore be **mandatory** again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered student at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

We understand that some students and parents may be anxious about returning to school. Please do get in touch with us if this is the case: [enquiries@brookeweston.org](mailto:enquiries@brookeweston.org)

Attendance and punctuality matter. Research shows that students who attend school every day perform better in class and examinations, resulting in improved life chances. Young people with no absences are 2.8 times more likely to achieve 5 good GCSE passes (including English Language and Maths), than those with attendance below 85%. However, there are other benefits too, including improved social skills and citizenship; feeling happier with positive wellbeing; learning routines, self-discipline and resilience and increased opportunities to have new experiences. All of these are a vital part of growing up and preparing for adulthood, supporting students to reach their full potential and achieving their dreams.

At BWT we expect all students to attend school, on time, every day, aiming for 100% attendance. Attendance below 97% is a concern. The table below clarifies our expectations and the impact of attendance on students' learning.

Since September 2013 schools are not allowed to grant leave of absence for holidays and the Principal will grant leave of absence only in exceptional circumstances. Parents and carers should write to the Principal if they are requesting leave for this reason. If the absence is not agreed, then Penalty Notices will be issued.

At BWT we are ambitious for our students and have high expectations. Students need to be in school to learn. Together, with excellent support, we will help our students and young people attend school every day, so they are ready to succeed.

Attendance and punctuality matters. <i>Be smart – be here!</i>		Research shows:
100%	Target - excellent	Students makes good progress with their learning
97%	Very good	Students makes good progress with their learning
95%	8 days or 1 week and 3 days missed each year. Concerning.	Student learning is negatively impacted
90%	16 days or 3 weeks and 1 day missed each year. Very concerning.	Student learning falls behind the learning of all other students
85%	24 days or 4 weeks and 4 days	Student learning significantly falls behind the learning of all other students
80%	32 days or 6 weeks and 2 days	Student learning significantly falls behind the learning of all other students

# Student wellbeing

Our students' welfare is paramount at Brooke Weston Academy. We have put in place systems and practices to ensure the safety and welfare of our students at all times. Each year group wing will be supported by a student care member of staff, who will be based within, or close to, the respective year group wing. Senior Leaders will also be available to support each year group bubble within their wing and throughout lunch and break times. The associated student care member of staff will be on hand to support students with any worries, concerns or well-being support, along with their tutor during their morning tutor time, from 8:35am to 9:00am each day. On the first morning back, students will spend an extended session with their tutor, ensure they are confident and comfortable with the new systems in place to support their learning.

Each morning students will report to their tutor base within their year group wing. Students will be registered by their tutor and will take part in a daily tutor group activity. Students will have a weekly assembly, broadcast by their tutor. Their tutor will also review and reinforce the Academy's standards and expectations weekly within tutor times, carrying out uniform and equipment checks as well as discussions around behaviour for learning, attendance and punctuality.

The Academy's Personal, Social, Health and Education curriculum will also continue to be delivered throughout tutor times. This curriculum is designed to support our students with their mental and physical health and will be enhanced by the weekly assemblies and external organisations' presentations. Our student care team are there to support all children with their well-being and mental health, as well as our Think For The Future Mentor, who will visit the school weekly, and our onsite counsellor, who is available 4 days a week by appointment.

## Student care bases

<b>Year 7</b>	Miss Kerr, Year 7 Lead	Office within Y7 wing
<b>Year 8</b>	Mr Littlejohn, KS3 Student Support Officer	Office within Y8 wing
<b>Year 9</b>	Ms Gerard, Senior Assistant Principal- KS3	Office within Top Blue
<b>Year 10</b>	Ms Mangan, KS4 Student Support Officer	Office within Y10 wing
<b>Year 11</b>	Mrs Waterson, Senior Vice Principal- KS4	Office within Bottom Brown
<b>Year 12/13</b>	Mrs Smith, Vice Principal and Director of 6 <sup>th</sup> Form	Office within Y12 wing

Our expectation of exemplary behaviour and standards will be strengthened further in August given the COVID-19 context we are all now working in to ensure the safety and welfare of all students. Students must adhere to the Academy's Behaviour Policy and Annex at all times when on site. Both the policy and Annex can be found on the Academy's website (The annex can be found here <https://bit.ly/2DUGAKs>). Students who are unable to meet the Academy's expectations, may be required to work in isolation with their associated student care member of staff. Students whose behaviour puts the safety of others at risk may be asked to leave the Academy immediately, which could result in an exclusion. The final decision rests with the Principal in all cases, who is responsible for the safety and security of all staff and Students at Brooke Weston Academy.

We expect all students to return to school in their full school uniform and correct footwear as well as with their school lanyards and student cards. Where required, new lanyards will be issued to each year group after arrival to replace their existing lanyards. As per the current DfE guidance, uniforms do not need to be cleaned any more than usual or with methods different from normal. Students should ensure they have the following equipment with them at all times; pen, pencil, ruler, rubber, sharpener and calculator.



# Transport

As government guidance has changed, it has become clear that the bus service can resume from 18th August 2020, when the school re-opens to all students. The scope of the transport offer is however dependent both on government guidance during the COVID-19 outbreak and, locally, the levels of parental demand. As both are outside of the Academy's direct control, we cannot give any guarantees about the service we will offer for the entire academic year but would like to offer the following for Term 1. During the course of Term 1 (August to October 2020) we will review the offer and communicate any changes with parents.

## Bus service offer for Term 1 of the next academic year

The cost of the bus service, based on parental response, will be £150 for Term 1 (this will be reviewed termly). All buses and current bus stops will run as they did during 2020/21 and may be reviewed termly if required. There will be strict behaviour policies in place and in accepting the transport you and your child agree to the policy: <https://bit.ly/31z76RK>.

If your child uses a school bus, the government safety guidance must be adhered to and includes:

- Students must wear face coverings as they will be with students from different year groups
- Once on the bus, where possible, students should sit with their respective year groups
- It is recommended that students have their own sanitiser to facilitate hygiene
- The bus company will have in place a cleaning regime which follows government advice
- Students should queue and keep 2m spacing where possible

It is also important to note that masks should be removed on entry to the school building in line with government advice. If the mask is disposable there will be bins at the entrance point for the disposal of masks. Re-usable masks will need to be kept in your child's bag until the end of the day and their return journey. Further information on this can be found on the government website:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-openingschools>.

If you still require a place on the bus and have not yet signed up, please contact [finance@brookeweston.org](mailto:finance@brookeweston.org).

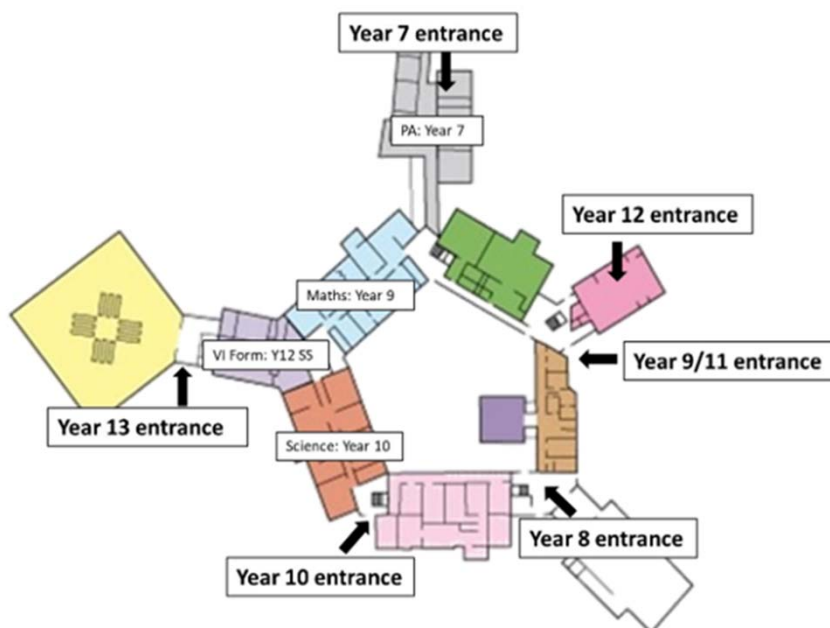


# Beginning of the day

## Start of the day

Students are not permitted to enter the site before 8.00am.

Student entrances are organised by year group.



## Arrival

On entry to the school building students will travel by the below routes to their tutor rooms.

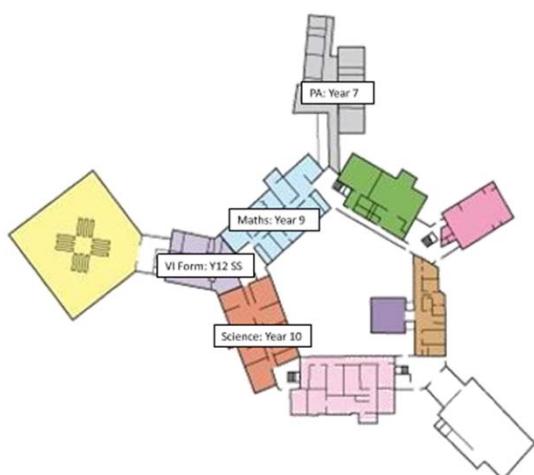
There will be a member of the leadership team to support this process. Timings are very crucial in our new plans so please adhere to these on all occasions.

- Year 7 – enter directly into their wing
- Year 8 – enter at reception and use the stairs at reception to top brown and art
- Year 9 – enter at finance, across the courtyard to the maths corridor
- Year 10 – enter at the DT/Science link block doors into the Science area. Tutor groups BWS downstairs Science and RKETN are upstairs
- Year 11 – enter at finance and will walk to English using the stairs in the Maths/ Performing Arts link block
- Year 12 – enter at the Weston Theatre and use the stair at finance to access the MFL department.
- Year 13 – enter at the library doors, Tutor groups BRKWTN up the library stairs to the humanities department, S along the bottom IT corridor to Berners Lee

# Bubble and class organisation

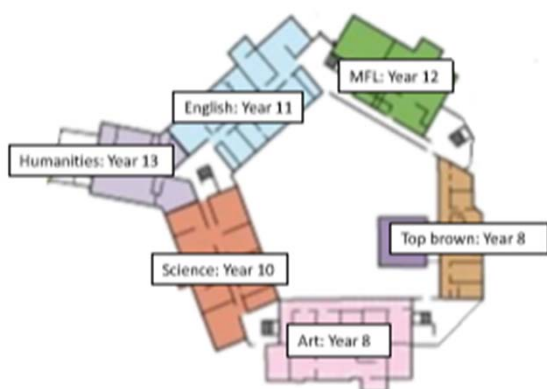
Lesson Time		
08:00	08:35	Entry
08:35	09:00	Tutor Time
09:00	10:25	P1+Break
10:25	11:35	P2
11:35	13:20	P3+Lunch
13:20	14:30	P4
14:30	15:40	P5
15:35	16:05	Exit

Tutor time will run each day from 8.35-9.00am. During tutor time students will choose their lunch if they are having an academy lunch. There are no extended tutor times or assembly times.



Students will be taught in Year group bubbles.

- Year 7 in Performing Arts
- Year 8 in Art and Citizenship
- Year 9 in Maths
- Year 10 in Science
- Year 11 in English
- Year 12 in Languages
- Year 13 in Humanities



# Arrangements

## Break

During period 1 students will have a 15-minute break on a rota. They will be directed to the restaurant to purchase cereal bars (or can bring their own snack) and then will return to their classroom to eat their snacks. Students should have their own water bottle for a drink.

Break times		
Y7	09:40	PA
Y8	09:10	Art / Top Brown
Y9	09:20	Maths
Y10	09:30	Science
Y11	09:00	English
Y12	09:50	MFL
Y13	10:00	Humanities

## Lunch

During period 3 students will have a 30-minute lunch break on a rota. All student in lessons will go down to the restaurant, even if they have a packed lunch.

Year 7, 10 and 11 will eat in the restaurant. Year 8 and 9 in the Weston Theatre.

Year 12 and 13 in lessons will eat in their classrooms and Year 12 in structured self-study will eat in the Year 12 study area and Year 13 in SS will eat in the library.

Students in KS3/4 will then return to their classroom when they finish, where staff will be on duty.

Lunch times		
Y7	12:50	PA
Y8	11:50	Art / Top Brown
Y9	12:30	Maths
Y10	12:20	Science
Y11	11:35	English
Y12	12:00	MFL
Y13	12:40	Humanities

## End of the day

Students will leave through the same door they entered. Students have staggered exit times. Students need to leave site promptly. Those that catch the school bus will make their way to the buses where they will board and leave once all students have boarded by 16:15.

There will be no after school provision during the at least the first 2 weeks of term 1, although this may continue throughout. All students will need to be offsite by 4.15pm. Any updates to this in future weeks will be communicated to students and parents.

12	15:35
10	15:40
9	15:45
8	15:50
7	15:55
13	16:00
11	16:05

# Curriculum

## Specific curriculum adjustments

For students in Key Stage 3, the curriculum will remain broad from Year 7 to Year 9 so that the majority of students are taught a full range of subjects over the year, including Sciences, Languages, Humanities, the Arts, PE/Sport, RE and RSHE. For students in Year 7, it may be necessary to address gaps in English and maths by teaching essential knowledge and skills from the Key Stage 2 curriculum.

For students in Key Stage 4, the vast majority in Year 10 and 11 are expected to continue to study their examination subjects. This will support them towards their preferred route to further study

Ofqual have consulted over their proposals for next year's exams and we will of course advise our Year 11 and 13 students and parents of the implications for them.

For Year 11 students, In the autumn term, we will review the number of subjects students are studying on a case by case basis. We will of course discuss with them and you as parents any possible changes which we believe may be in their best interests.

Students in Years 12 and 13 are more likely to undertake self-directed study, but may still need additional support which will be provided.



## Recovery curriculum

When our students return to school, their subject teachers will spend a period of time reviewing the key concepts and knowledge that students will need to know. This will enable students to re-join the planned curriculum and start to learn new knowledge as soon as possible, without disadvantaging them and avoiding any challenges to learning this new knowledge. After this period of review and consolidation, the aim is to get students learning new knowledge as soon as possible. The focus of term 1 will be this review and continue curriculum as well as supporting students' resilience and wellbeing.



# Curriculum

## Interventions

For students who need further support in this review period, there will be a range of resources available to provide extra help. Our Trust Directors of Subjects (responsible for Maths, English, Science, Geography, History, Art, Design Technology and MFL) have recorded short videos reviewing common misconceptions and important concepts in their subjects. These will be available online and can be viewed at home or in school. Subject teachers will also direct students to other online resources, such as the Oak National Academy, where students can do full lessons and tasks that can develop a clear understanding of key concepts. This is all in addition to extra in class support, that all students will receive, if they need it.



This 'blended' approach to learning will also be used moving forward to maximise learning time. Students will be introduced to new concepts and knowledge by their subject teachers. Teachers will spend time in lessons clearly explaining and modelling this new information. Then they will direct students to online resources that students can do at home to consolidate and extend their understanding of what they have been introduced to in class. Using quizzes and in class activities, teachers will then check on the security of student understanding in future lessons.



For our Key Stage 4 students, there will be further subject knowledge support. We have invested in GCSEPod ([www.gcsepod.com](http://www.gcsepod.com)). This provides subject specific areas, which review subject knowledge and have quizzes to test this knowledge. Students will be introduced to GCSEPod when they return in the autumn. Once again, this can be accessed remotely, either through a computer or mobile device meaning it is very versatile. The amount of time students spend on GCSEPod is also logged and can be tracked by subject teachers. Subject teachers will also direct students to other online learning that will enhance their preparation for their upcoming exams, depending on the subject.



In Key stage 5, staff and students will continue to make use of TEAMs to support learning.



## Co-curricular activities

It is our plan to implement a wide range of extra-curricular clubs. However, due to the importance of retaining year group bubbles, we have had to scale these back initially. It is our ambition to reintroduce all clubs as soon as it is safe to do so.

## Contingency plans for extended home learning

In the unfortunate event of a full or partial closure we will revert to our well-established offer and also draw heavily on the blended learning offer outlined in the interventions section above. We have mapped our curriculum so that we can continue to provide a high quality offer at home.



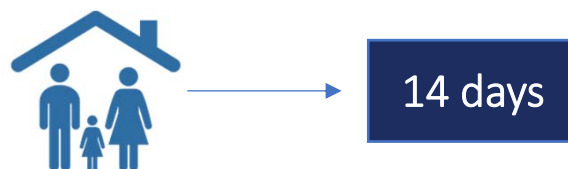
# In the event of illness

## A person with symptoms

If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell then **they** must be sent home, [arrange a test](#) and self-isolate for **10 days**.



If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell then **other members of their household** should self-isolate for **14 days** from when the symptomatic person first had symptoms.



Positive Test Result	Negative Test Result
If a person with symptoms <b>tests positive</b> , then other members of their household <b>should self-isolate for 14 days from when the symptomatic person first had symptoms</b> .	If a person with symptoms <b>tests negative</b> and they no longer have symptoms similar to COVID-19 then <b>they and other members of their household can stop self-isolating</b> .

## Response to a confirmed case in school

We have been advised we should contact the local health protection team.

The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- face-to-face contact of any duration (less than 1 metre away) with the case
- were coughed or sneezed on by the case
- had unprotected physical contact (skin to skin) with case
- Spent more than 1 minute within 1 metre of the case
- spent more than 15 minutes within 2 metres of the case
- travelled in a car or other small vehicle (even on a short journey)

# In the event of illness

A person who is sent home because they have been in contact with someone with who has tested positive

After seeking advice from the health protection team, if a person has been in contact with someone who has tested positive for COVID-19, they will be sent home and asked to self-isolate for 14 days.



14 days

If a person has been in contact with someone who has tested positive and has been asked to self-isolate for 14 days, then other members of their household do not need to self-isolate, **unless the person who is self-isolating displays symptoms.**





Not required to self-isolate

If a person has been in contact with someone who has tested positive and subsequently develops symptoms themselves within their 14 day isolation period, then they should stay at home and [arrange a test](#)



Get tested

	Positive Test Result	Negative Test Result
	If a person with symptoms <b>tests positive</b> then they should <b>inform their school</b> immediately, and must self-isolate for at least <b>10 days</b> from the onset of their symptoms.	If a person with symptoms <b>tests negative</b> , they must remain in isolation for the remainder of the 14-day isolation period as they could still get symptoms after being tested.
	If the test is <b>positive</b> , then their household should self-isolate for at least <b>14 days</b> from when the symptomatic person first has symptoms	If the test is <b>negative</b> , then their household does not need to self-isolate if they do not have symptoms



# Social distancing

## Protective Bubbles

- Schools must do everything possible to minimise contacts and social mixing while delivering a broad and balanced curriculum. All students will be placed in groups known as bubbles. The aim of these protective bubbles is to minimise contact with other students and reduce the risk of spreading the COVID-19
- Our groups need to be the size of a year group to enable us to deliver the full range of curriculum subjects and students to receive specialist teaching
- We will do all we can to keep students apart from other groups where possible. We have also taken steps to limit interaction, sharing of rooms and social spaces between year groups as much as possible
- All teachers and other staff may operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will aim to keep their distance from students and other staff as much as they can, ideally 2 metres from other adults



## In the classroom

- It is strong public health advice that staff in secondary schools maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from students
- Adults should avoid close face to face contact and minimise time spent within 1 metre of anyone
- We have made small adaptations to the classrooms to support distancing where possible. This includes seating students side by side and facing forwards, however this has not always been possible to allow teaching
- When working in their bases, students will always be encouraged to maintain some distancing. This is however not always possible in year groups however we will discourage them from having any physical contact with each other
- Students will need to provide their own pens, pencils and calculators. There will be school provided rulers, glue and scissors in each year group bubble
- Specialist equipment for subjects such as PE, DT and Art will be used on a rotational basis and cleaned carefully cleaned in between year groups



# Social distancing

## Measures elsewhere

- We are advised that groups should be kept apart, meaning that we should avoid large gatherings such as assemblies with more than one group
- When timetabling, we have tried to ensure groups are kept apart as much as possible and movement around the school site kept to a minimum. While passing briefly in the corridor or outside areas is low risk, we are advised to avoid creating busy corridors, entrances and exits. We will have staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups)



## Parents

- Please note that our policy is parents should **NOT** approach staff and will not be allowed into school, including reception areas, unless a prior appointment has been booked. All contact will be via email or telephone, or our school website, and any messages for specific staff must be telephoned through to the school office to be passed on, We will be very grateful for your cooperation with this rule until such time as it can be relaxed
- We strongly advise that parents and students walk or cycle to school to avoid the build-up of cars and movement of people on the roads surrounding school. Parents should not enter the site more than 5 minutes before an allocated appointment



## Parent do's and don'ts

- Parents must not send their child to school if their child or any other household members are displaying Covid-19 symptoms
- Parents must keep school informed if anyone in their household displays symptoms and must inform school of Covid-19 test results
- Parents will not be able to speak to their child's class teacher at drop off and pick up. Parents must book an appointment via email or telephone if they wish to meet a class teacher face to face
- Parents must use the school signage to assist them in social distancing
- Parents must enter the school via their allocated gates. Signage will support entry and exit points to maintain a one-way system
- Parents must drop off and collect promptly and must not stop to chat to other parents
- Parents will not be allowed on any undesignated area of school grounds
- Parents must not bring dogs onto site

# Hygiene and cleaning

While COVID-19 continues to pose a threat, it is very important that we keep the school environment as clean as possible. We will be introducing a range of measures to help keep our school clean and ask that you support us in our efforts by carrying out several measures too.

- Cleaners will be in school throughout the day to continually clean classrooms, toilets, and corridors
- Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day
- All students and colleagues must thoroughly wash their hands upon arrival and frequently throughout the day, particularly before and after going to the toilet, eating, and handling of resources
- All waste will be disposed of in a hygienic and safe manner
- All new activities will be risk assessed, and our usual ways of doing things will be continually reviewed and adapted to optimise safety
- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal



By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](#). We will of course review this advice and amend our procedures as necessary.

## Personal Care

Staff will be limited in their ability to have physical contact with students. If we are unable to help with personal care, you will be contacted to collect your child from school.



## First aid

General first aid will be unaffected in school.



## Useful information

### Emergency contact details

**Telephone:** 01536 396366

**Email:** [enquiries@brookeweston.org](mailto:enquiries@brookeweston.org)

### COVID-19

DfE guidance:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>



NHS.UK has the latest advice and general information about COVID-19. For more information visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

### NHS 111

To check your symptoms, please visit: <https://111.nhs.uk/service/COVID-19/> or call 111 to speak to an operator.