



Allerton Grange School

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Dear Parent/Carer

We have had a wonderful first week back.

Welcoming our students back into school has been such a tonic for all staff following a worrying and stressful six months. The students have been marvellous at adapting, so quickly, to all of the COVID safety measures in place. They truly are resilient young people. Attendance has been strong with 96% of all students attending throughout the week.

This is why I am reluctant to contact you, after less than one week back in school, about plans concerning a partial or full school closure. However, considering the situation regarding Leeds being placed on the government's 'Watch List', I feel the sooner you are aware of our plans the better.

In constructing these plans, we have followed government guidance and consulted with the local authority and professional associations. In particular, the documents we have examined are:

- Government guidance *COVID-19 Contain Framework: a guide for local decision makers* (updated 28/08/20).
- Annex 3 of the above guidance.
- Government guidance *What to do if a pupil is displaying symptoms of COVID-19* (updated 07/09/20)

Fundamentally, three situations could result in a partial/full school closure.

1. Local Health Protection Team imposing a closure due to positive case/s recorded in school.
2. Central government imposing a local lockdown across Leeds.
3. Significant staff absence does not allow for the safe running of the school.

1. What happens if positive case/s is/are recorded in the school?

In line with the risk assessment sections 8.5 and 8.6, the following will happen:

- If a student or member of staff receives a positive COVID test result we will inform our Local Health Protection Team (LHPT) immediately.
- LHPT will carry out a rapid risk assessment and identify the appropriate next steps. These next steps will include:
 - The individual must self-isolate immediately for 10 days.
 - The school will inform LHPT of any other student or staff member that has been in 'close contact' with the infected person. For these purposes the NHS definition of close contact is anyone who has been:



SCHOOL MEMBER



- In close, face-to-face, contact (under 1 metre). *This is likely to be all students within their year group bubble.*
- Within 1 to 2 metres contact for more than 15 minutes. *This is likely to be all students within their year group bubble.*
- Spending a significant amount of time at the individual's home.
- All 'close contacts' will be instructed to self-isolate for 14 days. This is likely to result in a partial school closure for a whole year group.
- Any student self-isolating due to a school closure will receive remote learning. In this case, for a whole year group, remote learning will be in the form of pre-recorded or live lessons (following the student's timetable) delivered through the MS Teams platform.
- Once the period of self-isolation has ended, students are expected to return to school as long as they are not displaying any further symptoms.

2. What happens if Central Government impose a lockdown across Leeds?

- Each week, on a Friday, central government produce their weekly 'COVID surveillance report'. This document identifies those areas of the country that are displaying a high rate of COVID infections.
- Local Authorities, displaying high rates of infection, are placed into one of three categories:
 1. Area of concern (there is no school action required in this category). Leeds was placed into this category on Friday 4 September.
 2. Area of enhanced support (there is no school action required in this category). Leeds was placed into this category on Friday 11 September.
 3. Area of intervention. In this category, there are 4 Tiers of intervention, each requiring specific actions for schools.

Tier 1: (school remains fully open for all year groups)

- Face coverings will become mandatory for all students and staff outside of the classroom.
- The school will provide remote learning (resources only) for any student who has been instructed to self-isolate. These resources will be made available through MS Teams.

Tier 2: (partial school closure)

- Only 50% of students will be allowed in school at any one time.
- Year groups will access school on a rota basis (week on/week off).
- There will be two cohorts of students each accessing school on alternate weeks.
- Cohort A – Years 7, 9 and 11.
- Cohort B – Years 8, 10 and Sixth Form.
- Full time schooling will be available to vulnerable children and children of key workers.
- During a 'week off' students will access remote learning. This will be in the form of pre-recorded or live lessons (following the student's timetable) delivered through the MS Teams platform.

Tier 3: (extended school closure)

- Only year groups directed by central government will have access to the school.
- Full time schooling will be available to vulnerable children and children of key workers.
- Students not in school will access remote learning. This will be in the form of pre-recorded or live lessons (following the student's timetable) delivered through the MS Teams platform.

Tier 4: (extended school closure)

- Full time schooling will be available to vulnerable children and children of key workers.
- No other student will be given access to the school.

- Students not in school will access remote learning. This will be in the form of pre-recorded or live lessons (following the student's timetable) delivered through the MS Teams platform.

3. What happens if significant staff absence does not allow for the safe running of the school?

- The school will do all it can to maintain full provision, for all students, during periods of staff absence.
- There may be occasions, however, when significantly high levels of staff absence, as a result of self-isolation, makes the full opening of the school unsafe.
- In these circumstances, school leadership will prioritise which students are allowed to access the school. We will revert to the Tier 2 cohorts listed above and follow the 'week on/week off' model in the first instance.
- Parents will be informed, via text, website, and social media, should such a decision need to be taken.
- We will return to full opening as quickly as safe staffing levels allow.

4. What should I do if my child is sent home because a positive COVID case is reported in their year bubble?

- Following the latest advice from Public Health England and NHS Track and Trace (updated 03/09/20):
 - your child must self-isolate for 14 days;
 - a coronavirus test should **only** be sought if your child is displaying any of the symptoms relating to COVID-19;
 - after 14 days, if your child is not displaying any of the COVID-19 symptoms, he/she is expected to return to school.

Testing for symptomatic children and young people

The first option for COVID-19 testing is the national system, which is bookable online:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> or by calling 119.

If families are struggling to obtain a testing appointment or a home testing kit, then (if local) you should go to the walk-to site at the Gryphon Sports Centre at the University of Leeds on Woodsley Rd, Leeds LS2 9LZ. No appointment is necessary.

Finally, *there is very limited capacity* at the Mandela Centre (Husler Place) on Chapeltown Road, Leeds LS7 3HY, which children and young people can attend from Monday to Friday (10am – 3pm). No appointment is necessary.

It is very important that only children and young people with COVID-19 symptoms attend for a test. These are:

- **A high temperature over 37.8 degrees**
- **A continuous cough**
- **Loss of smell or taste**

Homework

You will be aware that, shortly after the beginning of lockdown, we changed our homework platform from Show My Homework (SMHW) to Microsoft Teams. While we appreciate that SMHW offers certain advantages, we have decided to remain with Teams for the foreseeable future. As part of our COVID-19 contingency planning, it is crucial that students have immediate access to remote learning in the event they have to remain off school. Therefore, we will continue to use Teams for all home-based assignments. To

support this, and to make it as accessible as possible, students will now be expected to record all homework in their planners.

Thank you for your much valued support and let us hope that we manage to avoid the need for any form of closure.

Yours faithfully

A handwritten signature in black ink, appearing to be 'MR' with a stylized flourish underneath.

Mike Roper
Headteacher