



**Implementation of  
Outbreak Management Plan  
Monday 17<sup>th</sup> January 2022**

Dear Mums, Dads and Carers,

Following the previous disruptions to education in the last two years, our priority is to deliver face-to-face, high-quality education to all pupils. However, we have had to plan for the possibility of an outbreak and what actions we would take to reduce further spread. Today, an outbreak has been declared due to the number of positive cases in our school. In line with the latest national guidance and as required by the Public Health team of Hertfordshire County Council we are therefore implementing our Outbreak Management Plan across the whole school and will be reintroducing the following measures on a temporary basis in an attempt to reduce the high levels of transmission we are currently experiencing.

Some of the measures we have now additionally implemented include the following:

**Re-introduction of bubbles**

Reintroduction of bubbles, including at lunchtimes.

**Alternative Arrangements for any Shared Areas**

- Designated toilets for each classes
- Equipment sharing may also be limited, and any shared resources, such as sports, art, and science equipment, will be cleaned frequently and between use by different classes / groups.

**Reduction in interaction / close contact situations**

- Layouts and capacities for shared spaces such as offices, meeting rooms, staff room etc. will be reviewed to limit numbers.
- Face to face meetings to be restricted to those which are essential.
- Large meetings / all staff briefings will be re-scheduled or undertaken remotely to reduce contact between staff.

**Staffing**

Decisions on staffing levels will be made dependent on numbers / needs of pupils present in school. We are currently experiencing high levels of staff absence.

**Start and Finish Times**

No changes will be made to the start or end of the school day. **Please do not arrive before 8.40am** as the school gates will not be open and you should avoid congregating unnecessarily.

**Clubs**

All clubs and guitar lessons will be postponed until we have the outbreak under control. Swimming lessons will take place with Otter and Rainbow class alternating weeks.

### **After School Club and Breakfast Club**

All previous measures will be introduced to prevent children in different bubbles mixing.

### **Restricted Attendance**

We are not currently planning to return to remote learning and restrictions on children's attendance at school will only be taken as a last resort and will be for the shortest amount of time possible. However, please be aware that should we need to return to remote learning, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 will be prioritised in attending, as per the Government Guidance.

### **General COVID information**

#### **Symptoms**

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

If you are not sure whether you or your child's symptoms suggest that they have coronavirus or an everyday cough or cold, you can consult this online NHS symptom checker: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

For most people, coronavirus (COVID-19) will be a mild illness. If you are concerned about your child's health or the health of anyone else in your household please seek advice from your GP, use NHS 111 online <https://111.nhs.uk/> or call NHS 111.

#### **There are things you can do to reduce the risk of getting 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 to your destination
- 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

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Thank you for your co-operation, we wish those affected by coronavirus (COVID-19) a speedy recovery.

Yours sincerely

Victoria Lyon  
Head Teacher