



# Hillside Specialist School & College

Providing exceptional education for all students

Ribchester Road, Longridge  
Preston, PR3 3XB

Head Teacher: **Paul Leaper**  
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16 July 2020

Dear Parents and Carers

The Government has recently issued guidance to all schools regarding its plans for all pupils to return to school from September. We are in the early stages of responding to this detailed information, the key points of which I believe are important to share with you prior to the end of term.

The guidance outlines the key areas for schools to implement in order to prevent an outbreak of cases of the virus at school and to respond effectively in the event of a confirmed case of COVID-19. These areas are:

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the school.
- 2) Staff and pupils to clean hands thoroughly and more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) For schools to introduce enhanced cleaning in classrooms and other shared areas, including cleaning frequently touched surfaces often.
- 5) Minimise contact between individuals and maintain social distancing wherever possible.
- 6) Where necessary, staff to wear appropriate PPE.

Responses

- 7) Staff and families to engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school's community.
- 9) Contain any outbreak by following local health protection team advice.

I am currently working on risk management systems in school to create bubbles of classes to manage and reduce contact between class groups during the school day.

Attached to this letter is the section of the guidance that explains how staff and parents should engage with the NHS test and trace process in September. We will keep you informed of any changes in guidance that are made at a local level over the summer.

Transport

School will liaise with the Transport offices in supporting the return of pupils to school in September and have been asked to gather further information from you to assist with this via our school spider survey. Please respond to assist with this process. The information will be passed on the transport teams next week.

If you have any concerns or questions regarding your child's transport into school, you should contact the relevant office direct on the following numbers:





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East Lancashire: 01282 831858  
Fylde and Wyre: 01772 685504  
Lancaster and Morecambe: 01524 581260  
Preston and South Ribble: 01772 705055  
West Lancashire: 01695 587420

## Catering

We will be reverting back to providing cooked meals from the Lancashire menu from September and will be managing the lunchtime routine by adding an additional lunch sitting to reduce the number of classes accessing the hall at any one time.

## Family well-being and support

Class teachers will continue to contact parents via email on a regular basis throughout the summer break to check on pupils well-being, with the new class teacher introducing themselves two weeks before the beginning of the September. It is important that school is able to check on the well-being of pupils and families during this period and prepare for supporting pupils on their return to school in September. Please keep in touch and respond to staff contacting you as they will be providing feeding back to our Senior Leadership Team to identify if support from other agencies is required. Unfortunately staff will not be able to continue with weekly phone calls and video meetings or lessons during the summer period as staff will be focussing on the preparation for the new term.

We anticipate that many pupils will find it challenging to return to their school routine and we will be working closely with families to support pupils to re-establish routines in the Autumn term. The mental health and well-being of our pupils and staff will be a priority next term.

Can I take this opportunity to thank you for your support during this difficult period and I look forward to the opportunity to welcome pupils back into school from Wednesday 2 September.

Yours sincerely

**Paul Leaper - Headteacher**





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## NHS Test and Trace Process

Settings must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. This means ensuring that staff members and parents and carers understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms - staff and pupils must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them when at the setting - all children and young people can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with settings so they understand what the quickest and easiest way is to get a test. By the autumn term, settings will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child or young person who has developed symptoms at their setting, or staff who have developed symptoms at work, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Settings should ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating (they could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better - other members of their household can stop self-isolating)
- if someone tests positive, they should follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell or taste (this is because a cough or anosmia can last for several weeks once the infection has gone - the 7-day period starts from the day when they first became ill - if they still have a high temperature, they should keep self-isolating until their temperature returns to normal, and other members of their household should continue self-isolating for the full 14 days)

The full guidance for special school can be found on the GOV.UK website at the address below.

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>



