



CHRIST THE KING

CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

WITH THE POWER TO ACT

Christ the King Catholic High School

Reopening pack for Pupils, Parents and Carers

September 2020

Headteacher: Mrs E Wheeler

Stamford Road

Southport

PR8 4EX

Tel 01704 565121

Email: info@christtheking-school.com



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Dear Pupil, Parent and Carer

We know that returning to school may be an anxious time for everyone. Our aim of this pack is to highlight the arrangements and organisation we have put in place to allow a safe return to school for all our pupils and staff. This booklet outlines in detail how we shall organise our school day, ensuring our school community understands and follows our new safe routines.

On 2 July the Government announced plans that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term-

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from Coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

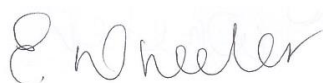
Therefore, we are preparing to welcome all children back in September. While Coronavirus remains in the community, we have to make judgments at a school level about how to balance and minimise any risks from Coronavirus with providing a full educational experience for our children. We are advised to minimise the number of contacts a pupil has during the school day as part of implementing the system of controls to reduce the risk of transmission.

The key principles that underpin the Government advice on back to school provision are:

- All pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.

We have spent time planning for the safe return of our staff and pupils to our school but, as always in this current, unprecedented situation, some things may be subject to change. We will keep you informed of these changes as and when they occur. Can we ask that pupils, parents and carers read through this booklet together so that you are quite clear about our educational aims and objectives and our new safe routines that all staff and pupils must follow.

Yours faithfully



Mrs E Wheeler, Headteacher

All schools must comply with health and safety law, and are required to assess risks and minimise and reduce the risk of transmission.

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 school.

Pupils, staff and other adults **MUST NOT** come into the school if they have Coronavirus symptoms or have tested positive in the last 10 days. If anyone in the school 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, they **MUST BE** sent home and are advised to follow the most recent guidance on self-isolation and arrange for a test. Please see the section at the end of this booklet for the links to the most up to date guidance.

2) Clean hands thoroughly more often than usual

Coronavirus is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Pupils and staff must clean their hands regularly, including when they arrive at school, when they return from breaks, after using the toilet, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Pupils and staff can bring their own hand sanitizer to school if they wish to do so.

3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

The ‘catch it, bin it, kill it’ approach continues to be very important, so we must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. Pupils and staff are encouraged to bring their own disposable tissues to school.

4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

We have put in place a cleaning schedule that ensures-

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- regularly cleaning of toilets

5) Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of Coronavirus. We must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle we will apply is reducing the number of contacts between children and staff. This can be achieved through keeping year groups separate (in ‘PODS’) and through maintaining distance between individuals. This will also include staff maintaining distance from pupils and other staff as much as possible.

In order to minimise contact between our year groups/ PODS, we have put in place the following;

1. Staggered start and finish times
2. Different entry and exit points for groups
3. Staggered lunch and break/ form times
4. Separate lunch/ break and outdoor spaces

Our school day times are as follows:

Times	KS3	KS4/5
Start time Lesson 1	8.50 am	8.40 am
Lesson 2	9.40 am	9.40 am
Break/ form time	Break 10.35 am	Form time 10.40 am
Break/ form time	Form time 10.50 am	Break 10.55 am
Lesson 3	11.05 am	11.05 am
Lunch/ lesson 4	Lunch 12.00 noon	Lesson 4 12.05 pm
Lunch/ lesson 4	Lesson 4 12.50 pm	Lunch 1.12.55 pm
Lesson 5	1.50 pm	1.55 pm
Finish	2.45 pm	3.00 pm

Procedures for arriving to and leaving school

We know that travel to school patterns differ greatly between pupils. We have created staggered start and finish times to keep groups apart as they arrive and leave school. We have also identified different entry and exit points for pupils and request that all pupils and parents do not gather at these entry and exit points at the start and end of the day.

Year group	Entry/ Exit point onto site
7	Visitors' car park, Stamford Road
8	Middle gate, Stamford Road
9	Bentham's Way entrance
10	Delivery gate, Stamford Road
11	Bentham's Way entrance
12/13	Delivery gate, Stamford Road

Pupils who arrive to school on public transport must remove their face covering upon entering school premises. See FAQs about disposal of face masks.

Procedures for Entering the Building

If pupils arrive early to school they must go to their designated outdoor space and wait for the bell. They must then make their way to their school entrance point and go straight to their Lesson 1 room following hand hygiene and distancing guidance.

Year Group	Entry/ Exit Point Into Building
7	Main block front yard finance office entrance – pupils will be collected from the Tennis courts
8	Main block front yard, toilet/meeting room entrance
9	Main block back yard, toilet/staircase entrance
10	Sixth form block front yard, side entrance near mobiles
11	Sixth form block main entrance, back yard
12/13	Sixth form block entrances and mobiles

Break and Lunchtime Spaces

Each POD/ year group will have their own outdoor social space and indoor dining area. We have created staggered break times and lunch times so that the number of pupils in their social space and dining area is significantly reduced. Time has been built in for cleaning surfaces in the dining areas between groups.

Year group	Break/ Lunch indoor area	Outdoor space	Toilets
7	Junior dining room	Tennis courts	Main block Girls DT block Boys
8	Senior dining room	Front yard	Main block Girls DT block Boys
9	Main hall	Back yard	Main block Boys PE block Girls
10	Junior dining room	Front yard	Sixth form block outside door
11	Senior dining room	Back Yard	Sixth form block inside door
12/13	Atrium and Sixth Form common room		Sixth form toilets and Hygiene room

Procedures at Break and Lunchtime

All pupils are to remain in their designated spaces and must not go into any other area or enter the school building at any point during break or lunch. Pupils are asked to only use the toilet at the start or end of break/lunch (unless emergency use) and must use the designated cubicles for their year group. Toilets will be supervised by members of staff at break and lunch and will be cleaned throughout the day.

Pupils are reminded to keep social distancing during break and lunch time and not to take part in any physical contact activities such as Football and other contact sport.

At the end of break/lunch pupils must go straight to their next lesson using their designated entry point following hand hygiene and distancing guidelines.

Arriving Early to School

We request that pupils arrive to school a few minutes before their start time but do appreciate that some pupils will need to be dropped off earlier. If pupils do arrive early they need to make their way to the designated space:

Year group	Outdoor space early arrival
7	Tennis courts
8	Grassed area Front yard
9	Back yard Sports hall side
10	Front yard
11	Back yard Sixth form side
12	Sixth Form common room

Grouping of Children into PODS

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. The Government has advised that in secondary schools the groups will need to be the **size of a year group** to enable delivery of the full range of curriculum subjects and pupils to receive specialist teaching. We will take these steps to reduce the risk of transmission-

- A year group or POD “bubble” should be kept apart from other year groups/ PODS
- Pupils should be encouraged to keep their distance within groups.
- We will be avoiding large gatherings of people. There will be ‘half year’ group assemblies to bring pupils together for collective worship and information, full year assemblies will not take place.
- Limit the sharing of rooms and social spaces between groups as much as possible
- Keep pupils in their class groups and PODS for the majority of time, but also allow movement to specialist classrooms for specialist teaching which includes Computing, DT, Music, Science, Art and PE.
- Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally two metres from other adults and pupils.

POD Teaching Areas

Year 7		Year 8	
POD area	Main tower block- Maths lower floor	POD area	Main tower block- Maths upper floor
General teaching rooms	IT5, M1, M2, M3, M4	General teaching rooms	M5, M6, M7, A1
Form rooms	IT5 (J), M1 (T), M2 (P) M4 (D)	Form rooms	M5 (P), M6 (J), M7 (D), A1 (T)
Computing room	IT4	Computing room	IT3
Science Lab	S3	Science Lab	S4
Music	MU1	Music	M5, M6, M7, A1
DT	IT5, M1, M2, M3, M4	DT	M5, M6, M7, A1
Art	T1, T3, T4	Art	T1, T3, T4

POD Teaching Areas

Year 9		Year 10	
POD area	Main tower block- English floors	POD area	Sixth form block
General teaching rooms	E1, E2, E3, E6, E7, E8	General teaching rooms	RE1, RE2, RE3, H5, H6, H7
Form rooms	E1 (P), E2 (J), E3 (D), E6 (T), E7 (G), E8 (E)	Form rooms	RE1 (P), RE2 (J), RE3 (D), H5 (T), H6 (G), H7 (E)
Computing room	IT2	Computing room	BS1, BS2
Science Lab	S4	Science Lab	S6, S7, S8
Music	MU1	Music/ Drama	MU1, DR
DT	T1, T2, T3, T4, T5	DT	IT1, T4, T5
Art	E4, T4	Art	E4, A2

Year 11		Year 12/13	
POD area	Sixth form block	POD area	Sixth form block
General teaching rooms	H1, H2, H3, H4, RE4, RE5	General teaching rooms	L1, L2, L3, L4, L5, FM, BS4, M8, IT6
Form rooms	H1, H2, H3, H4, RE4, RE5	Form rooms	L2, L4, L5, BS4, FM, IT6
Computing room	LRC IT6	Computing room	L5, IT6
Science Lab	S6, S7, S8	Science Lab	S1, S2, S5, S9
Music/ Drama	MU1, DR	Music	n/a
DT	IT1, T4, T5	DT	n/a
Art	E4, A2	Art	A2

Working in the Classroom

It is strong public health advice that staff in secondary schools maintains distance from their pupils, where possible. We will make small adaptations to the classroom and will take these steps to maintain distancing:

- Teachers should stay at the front of the class, and away from their colleagues where possible.
- Ideally adults should maintain two metre distance from each other and from children.
- Teachers should avoid close face to face contact and minimise time spent within one metre of anyone.
- Pupils should also be supported to maintain distance and not touch staff and their peers where possible.
- Seating pupils side by side and facing forwards, rather than face to face or side on
- Specialist classrooms (Computer suites) will have screens fixed where pupils are facing each other and also are in close proximity to the teacher

Movement Between Lessons

Every effort has been made to minimise movement around the school site between PODS. Pupils will stay in their POD areas for a significant number of lessons but there is some movement to specialist areas. These have been strategically planned for in terms of location and should limit any cross movement of PODs as long as pupils **adhere to the directions given to them in school**. All movement should be made outside where possible.

Year 7 routes

Specialist room	Direction from the POD
Art/ Computing/ Music	Outside front yard past Food room and Senior dining room to Art/ Computing/ Music waiting area
Science	Inside past Finance office and Staffroom to S3
PE	Inside past Finance office and Staffroom to back yard exit, to PE waiting area
Junior Dining room	Outside front yard to dining room

Year 8 Routes

Specialist room	Direction from the POD
Art/ Computing	Outside front yard past Food room and Senior dining room to Art/ Computing waiting area
Science	Inside past Finance office and Staffroom to outside waiting area
PE	Inside past Finance office and Staffroom to back yard exit, PE waiting area
Senior dining room	Outside front yard to senior dining room

Year 9 Routes

Specialist room	Direction from the POD
Art/ Computing/ DT	Outside grassed area between main block and DT block
Music	Outside back yard past DT rooms to Music waiting area
Science	Inside past S3 to S4 inside waiting area
PE	Outside back yard past Science labs to PE waiting area
Main hall	Outside back yard to PE entrance to Main hall

Year 10 Routes

Specialist room	Direction from the POD
Food/ DT	Outside via Sixth form side entrance to main building
Art	Outside via Sixth Form side entrance to back yard to English stair case
Drama/ Business	Outside via Sixth Form side entrance to back yard waiting area
Science	Outside via Sixth Form side entrance to back yard Science labs
PE	Outside via Sixth Form side entrance to PE waiting area
Junior dining room	Outside via Sixth Form side entrance to front yard to junior dining room

Year 11 Routes

Specialist room	Direction from the POD
Food/ DT	Outside via Sixth Form main entrance to main building
Art	Outside via Sixth Form main entrance to back yard to English stair case
Science	Outside via Sixth Form main entrance to back yard Science labs
PE	Outside via Sixth Form main entrance to PE waiting area

Pupil Equipment

For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Pupils should bring their own school equipment - pen, pencil, ruler, rubber, calculator and relevant maths equipment contained within a pencil case - to school and take it home at the end of every day. They should not share the equipment with their friends or siblings at home. It is still recommended that pupils limit the amount of equipment they bring into school each day to essentials such as lunch boxes, coats, books and stationery. Pupils are allowed to bring a school bag.

School Equipment

Classroom based resources, such as books, can be used and shared within the POD and will be cleaned regularly, along with all frequently touched surfaces.

Resources that are shared between PODs, such as sports, Art and Science equipment will be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different PODs.

School Uniform

All pupils should return to school wearing the full, regulation, school uniform. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.

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.

If any parents are having difficulties in accessing school uniform for their child due to financial pressures, please can they contact school as soon as possible.

Year 7 pupils only are allowed to wear the alternative polo T shirt for the first half term.

Physical Education and PE Kit

When pupils have PE on their timetable, they should come to school in their PE kit so that they do not have to get changed in an indoor, enclosed space. During these days, pupils can travel to school and attend lessons in the following-

- CTK PE top
- CTK shorts or skort
- School blazer
- Plain black leggings underneath shorts or skort only
- Plain black tracksuit pants

Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying particular attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Pupils will be kept in consistent groups, and sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Catering

All pupils will have access to a cold packed lunch service every day and this will be eaten in their designated 'POD' lunch area. There will be no hot food catering during this time. Pupils can order a packed lunch on a weekly basis with their form tutor. Families in receipt of free school meals can also order using this method.

Pupils may wish to bring their own packed lunch and water bottle. However, water fountains are currently not in use so pupils may need to bring two bottles of water to school.

We will not be offering a break time food service so pupils need to bring their own healthy snacks that they can eat during morning break time.

ParentPay will still be used for lunch payments so please continue to top up your child's account.

Transport to School

We strongly encourage parents, staff and pupils to walk or cycle to school if at all possible. For some families, driving children to school will also be an option.

Pupils who travel on **dedicated school buses** should adhere to the following Public Health advice:

- use of their own hand sanitiser upon boarding and/or disembarking
- organised queuing and boarding where possible
- distancing within vehicles wherever possible
- the use of face coverings for children over the age of 11; although pupils will not mix with the general public, they will be travelling with pupils within different year groups (PODs) and should wear a face covering

Use of public transport by pupils, particularly in peak times, should be kept to an **absolute minimum** to ease pressure on public services and also to reduce the risk of mixing with other transport users.

Families using public transport should refer to the [safer travel guidance for passenger](#).

Face Mask Protocols

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. Face coverings are required at all times on public transport (for children over the age of 11).

Pupils wearing face masks must follow these steps:

1. Remove their face covering upon entering the school site.
2. They must not touch the front of their face covering during use or when removing them.
3. They must dispose of disposal face masks in the covered bins provided on entry to the school site
4. Or place their reusable face coverings into a plastic bag and place into their school bag
5. All must wash their hands immediately on arrival

Attendance Expectations

In March when the Coronavirus (COVID-19) outbreak was increasing, the Government made it clear that no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. 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 pupil 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.

Pupils who are shielding or self-isolating

There will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school with the following exceptions:

- A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has Coronavirus (COVID-19)
- Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of Coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice at [COVID-19 - 'shielding' guidance for children and young people](#).

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will provide access to our remote learning platforms using Google Classroom and we will continue to monitor pupil engagement with work set. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Parents must inform school as soon as possible if any of these circumstances apply.

Behaviour Expectations

We have updated our Behaviour Policies to reflect the changes to the school working day and this is particularly the case when considering restrictions on movement within school and new hygiene rules.

Our school rules about being Ready, Respectful and Safe will continue to ensure pupils feel safe and happy in school. We need our pupils to be READY for their return to school, they must follow and RESPECT our new way of working and practice SAFE routines such as hand hygiene and distancing.

We acknowledge that some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker and young carers, will need additional support and access to additional services.

Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. We will work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils.

The disciplinary powers that schools currently have, including exclusion, remain in place. Permanent exclusion should only be used as a last resort. Where a child with a social worker is at risk of exclusion, their social worker should be informed and involved in relevant conversations.

Pupil Wellbeing - Additional Pastoral Support

We will carefully consider the enhanced provision of pastoral and extra-curricular activities to all pupils which will be designed to:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to Coronavirus (COVID-19)
- support pupils with approaches to improving their physical and mental wellbeing

We will also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible.

We will work closely with school nursing services to support the health and wellbeing of our pupils; school nursing services have continued to offer support as pupils return to school – school nurses as leaders of the [healthy child programme](#) can offer a range of support including:

- support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues
- support for pupils with additional and complex health needs
- supporting vulnerable children and keeping children safe

We will work with school nurses to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery.

Frequently asked questions

Do pupils need to wear a face mask?

Government guidance states that pupils and staff do not need to wear a face mask. Pupils and staff arriving on pupil transport should wear a face covering and remove upon entering the school site. See page 16 for more details.

What if a pupil feels unwell or needs first aid treatment?

If a pupil feels unwell at all, during the school day, they must inform a member of staff immediately. Each POD has its own dedicated First Aid room and First Aider. We also have a designated COVID medical room and the First Aider will be wearing PPE. Pupils or staff showing COVID symptoms **MUST** be sent home. They must book a test and all members of the household must self isolate and not attend school until this test comes back negative. If negative, the person with the symptoms should stay at home until they are well. If positive for Covid-19 the person should not attend for 10 days and the rest of the household for 14 days. Please inform us of any positive tests so that we can help to trace any contacts.

What if someone in the school community tests positive?

We feel that we are making every effort to reduce the risk pupils and staff contracting Covid-19. It is still possible that there will be cases and if this does occur, we will take advice from the public health team as to our actions. It may be necessary to ask a year group not to attend or indeed to close school for a period. This may also be necessary if there is significant staff absence. If we do so we will provide remote learning using Google Classroom.

What about school events?

For the Autumn term at least, parents evenings, open evenings and school trips will not take place. There will be opportunities for parents to discuss pupil progress at organised virtual events and over the phone.

Can parents come into school?

We would like to minimise the number of face to face meetings with parents during this period. Where possible, we will try to resolve any issues through email or over the phone. All meetings with school staff must be by appointment only. If a face to face meeting is required to address any issue this must be booked in advance via school reception. Please phone the school 01704 565121 or email your child's form tutor if you have any concerns or questions.

What will be different about the Music curriculum?

There are additional increased risks of infection in environments where pupils are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. We have adapted the Music curriculum to avoiding

sharing of instruments, playing and singing outside if possible and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies at this time.

Contact addresses for further support

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-Coronavirus-outbreak/guidance-for-full-opening-schools>
- Families using public transport should refer to the safer travel guidance for passengers – www.gov.uk/guidance/Coronavirus-covid-19-safer-travel-guidance-for-passengers
- Current advice on shielding – [www.gov.uk/government/publications/guidance on shielding](http://www.gov.uk/government/publications/guidance-on-shielding)
- You can find more advice at COVID-19 - 'shielding' guidance for children and young people – www.rcpch.ac.uk/resources
- Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 – www.gov.uk/government/publications/protecting-extremely-vulnerable-persons-form-covid-19

Further useful guidance

[Stay at home: www.gov.uk/government/publications/guidance for households with possible or confirmed Coronavirus \(COVID-19\) infection](http://www.gov.uk/government/publications/guidance-for-households-with-possible-or-confirmed-Coronavirus-(COVID-19)-infection)

Tests can be booked online through the NHS testing and tracing for Coronavirus website: www.nhs.uk/conditions/Coronavirus-covid-19/testing

More information on PPE use in a childcare setting:
[www.gov.uk/government/publications/safe working in education childcare and children's social care settings](http://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care-settings)