



BRAMPTON VILLAGE PRIMARY SCHOOL and the BRAMBLES PRE-SCHOOL



RISK ASSESSMENT (updated 29th October 2020)



Our risk assessment must guide our decisions and must take into account the application of the protective measures to keep adults and children as safe as possible.

We will talk to the LA if we reach this stage before making final decisions on our school.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Educational Setting	BRAMPTON VILLAGE PRIMARY SCHOOL and the BRAMBLES PRE-SCHOOL
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	July 2020 <i>Stuart Wood, Health, Safety & Wellbeing Business Partner 13th May 2020</i> <i>Adapted by Peter Allen (Headteacher) 12th July 2020</i>
Review Date	Approved by Governors 15 th July and by the Local Authority 22 nd July 2020. November 2020

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
Prevention		<ol style="list-style-type: none"> 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 2. clean hands thoroughly more often than usual 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5. minimise contact between individuals and maintain social distancing wherever possible 6. where necessary, wear appropriate personal protective equipment (PPE) 	<ol style="list-style-type: none"> 1. Do additional isolation rooms need to be created and more staff identified and trained to look after pupils waiting for collection? Is there suitable and sufficient PPE available for this? 	HT/SBM	1.9.20	3.9.20
			<ol style="list-style-type: none"> 2. Are there sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations? Are there sufficient wash basins available? Stocks ordered regularly and Site staff ensure that supplies are topped up. 	SBM/ Site Staff	1.9.20	3.9.20
			<ol style="list-style-type: none"> 3. Are there sufficient stocks of tissues and disposal bins available for all classrooms? 4. Are sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks? 5. Have members of staff been briefed on the expectations in class 	SBM	1.9.20 1.9.20	3.9.20 3.9.20

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
			settings, outdoors and in staff rooms, etc? RA re-issued 25.9.20 6. Are their sufficient stocks available in the locations it is likely to be needed?	HT HT	4.9.20 3.9.20	4.9.20 3.9.20
Response to any infection		7. engage with the NHS Test and Trace process 8. manage confirmed cases of coronavirus (COVID-19) amongst the school community 9. contain any outbreak by following local health protection team advice	7. Do members of staff know what is required of them? Information shared with staff again 25.9.20 and during October 2020.	HT	3.9.20	3.9.20
Contingency planning for a further outbreak		<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	1. School to have measures in place to support immediate implementation of home-learning. Policy sent to LA 16.10.20. 2. Procedure in place for contacting parents. 3. Delegated staff to contact PHE and LA.	DHT/AHT HT/SBM HT	4.9.20 4.9.20 4.9.20	4.9.20 4..9.20 4.9.20
Social Distancing in school		<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. 	Clear signage for children and parents when entering school premises.			4.9.20

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Children to enter school when they arrive which will minimise the time that parents will have to spend outside the classrooms. Collection times have been published and parents/carers will be permitted on site just before. 				
Cleaning		<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, Door handles and push plates, Handrails on staircases and corridors, Lift and hoist controls, Machinery and equipment controls, All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, Telephone equipment, Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<ul style="list-style-type: none"> If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. 	SBM	3.9.20	4.9.20
			<ul style="list-style-type: none"> Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. 	SBM	3.9.20	3.9.20
			<ul style="list-style-type: none"> Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards. <p>MDS are on a rota to clean equipment.</p> <p>Outdoor gym equipment in KS2 on a rota basis week by week.</p> <p>KS1 use the gym bars on edge of playground as they have use of other playground equipment.</p> <p>Reception to use other climbing equipment.</p>	SLT	3.9.20	3.9.20

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
Lunchtime Catering facilities		<ul style="list-style-type: none"> Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> Serving food Queuing Different lunch periods Cold lunches will be served in the classrooms for the first 7 weeks whilst arrangements for serving hot lunches are finalised. 	<p>Cold lunches to be served until end of November at least.</p> <p>Alterations to lunchtime arrangements in place from 28.9.20. Further changes made with effect from 2.11.20.</p>	HT/SBM	3.9.20	4.9.20
Fire Safety		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<p>Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.</p> <p>Fire evacuation test to take place w/b 2.11.20.</p>	HT/DHT/SBM/ Site Supervisor	3.9.20	4.9.202
Access/Egress of school building		<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Hand washing facilities and sanitiser available in classrooms Increased cleaning of handles and touch plates. Allocated drop off and collection times 	<ul style="list-style-type: none"> Consider school arrival arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop off and pick up arrangements. Y1 – Y2 drop off between 8.45am – 9.05am. Children come straight into school upon arrival. In place from 14.9.20. Changes made w/e from 2.11.20. 	SLT	3.9.20	4.9.20

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
		measures that must be in place before returning to work/school.				
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 		SBM	3.9.20	4.9.20
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. Property meeting was held on 1.10.20. 	HT/SBM/S trictly Education/ Site Supervisor	3.9.20	4.9.20
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	<ul style="list-style-type: none"> Children are able to bring in their own bottles of hand sanitiser (from 14.9.20). Children in Reception and KS1 can eat their snack inside so they can wash their hands afterwards. Children in KS2 are able to eat outside as they are able to take responsibility for sanitising their hands. Hand sanitising (under the KS2 canopy) is in place. 	HT/SBM	3.9.20	4.9.20
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or 	<ul style="list-style-type: none"> All actions taken in accordance with LA and PHE guidance. 	HT/DHT/S BM	3.9.20	4.9.20

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		<p>actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</p> <ul style="list-style-type: none"> For further advice and guidance you should contact your competent Health & Safety Adviser. 				
Administrative Staff		<ul style="list-style-type: none"> Staff shift rota to be in place if appropriate so as to keep social distances and allow school office to function. Limit the number of staff who can access the admin areas. 	<ul style="list-style-type: none"> Clear signage for other staff in school not to enter offices unless it is necessary. 	SBM	3.9.20	4.9.20
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<ul style="list-style-type: none"> All actions taken in accordance with LA and PHE guidance. 	HT/DHT/SBM	3.9.20	4.9.20
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<ul style="list-style-type: none"> Updated RA circulated to staff 25.9.20 and again 2.11.20. 	HT/DHT/AHT	3.9.20	4.9.20
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<ul style="list-style-type: none"> Signage in place 	SLT	3.9.20	4.9.20
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items eg. Utensils Children to have own resources within a bubble. 		All staff	3.9.20	4.9.20

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Reading/Library books can be shared within a bubble and taken home but then quarantined for 72 hours. Children can bring in own lunchboxes and bags but not pencil cases. Where pupils in a bubble are being taught in different classrooms for subjects then each chair and table will be cleaned before and after use. Windows and doors should be kept open as much as possible to allow for ventilation. Each class should have seating plans which must be sent to HT in case of contract tracing. Children must not bring in additional food or snacks for afternoons. Food must not be sent home (eg from cookery). 				
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> A equality impact assessment will be completed in line with the LA model document if required. A BAME risk assessment will be completed if required. 	<ul style="list-style-type: none"> All actions taken in accordance with LA and PHE guidance. 	HT	3.9.20	4.9.20
Lack of staff	Pupils	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	<ul style="list-style-type: none"> LA will issue guidance as required. 	SLT	3.9.20	4.9.20
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment into the school. They should be 	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> grouping children together avoiding contact between groups arranging classrooms with forward facing desks 	SLT	3.9.20	4.9.20

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
		provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.	<ul style="list-style-type: none"> staff maintaining distance from pupils and other staff as much as possible 			
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> keeping children within their consistent group, and the COVID-secure measures in place at the destination Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	For more information contact LA.	All staff	3.9.20	4.9.20
Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 	<ul style="list-style-type: none"> No external clubs/music lessons to be provided before December 2020. 	HT/DHT/S BM	3.9.20	3.9.20
Physical activity		<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. Pupils to wear PE kits to school on the days they have PE to avoid changing. 	<p>For more information contact lan Roberts (Specialist Adviser - Physical Education and School Sport)</p> <p>Updated guidance issued to staff 23.10.20.</p>	All staff	3.9.20	4.9.20
Signage		<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	<ul style="list-style-type: none"> Signs in place by the start of term. 	HT/DHT/S BM	3.9.20	4.9.20

Information to Parents (sent 4.9.20)

Cleaning and Hygiene	<p>Children will wash or sanitise their hands when they come in.</p> <p>We will maintain the current hygiene control measures which include:</p> <ul style="list-style-type: none"> - Minimising 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. - Cleaning hands thoroughly more often than usual. - Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. - Maintaining enhanced cleaning, including cleaning frequently touched surfaces, throughout the day. - Minimising contact between individuals and maintain social distancing wherever possible (bubbles and social distancing). - If any child shows symptoms we will contact parents immediately.
Uniform	<p>The children are to wear school uniform (trainers permitted) but on PE days they should come in PE kits to avoid the need to change. Please be prepared for all weathers. You will be notified of PE days at the start of the term.</p>
Lunches	<p>We will be offering a cold menu (sandwiches) for the first three weeks and the children will eat in their classrooms. They can also bring in packed lunches.</p> <p>Arrangements for lunchtimes, including a hot menu, will be reviewed with our Caterers at the start of the term.</p>
Equipment	<p>The school will provide all the equipment, pencils, pens, etc that the children will need so please do not send anything in from home. The children will need their book bags in school as reading books can go home. Once returned to school they will be quarantined for 72 hours before being returned for classroom use.</p>
Classrooms	<p>In Reception and Y1 the children will have access to continuous provision.</p> <p>In Y2-Y6 the children will be sat at their tables in rows, facing forwards as much as possible.</p>
Playtimes and Lunchtimes	<p>Each bubble will have a designated playtime and lunchtime where the children will be able to mix between classes.</p>
Parents/Carers	<p>The plan at the end of the letter shows which gate families should use when bringing children to school. We recognise that there will be many families who have children in different Key Stages so this may not always be possible but we request that everyone maintains and respects social distancing whilst on school premises. Waiting times should be kept to a minimum.</p> <p>Parents and carers must not come into school unless it has been arranged beforehand All enquiries should go through the school office, ideally by email so that contact is minimised.</p> <p>office@brampton.cambs.sch.uk .</p>
Start and end of the day	<p>We have changed the start and finish times on a temporary basis due to the circumstances of the school fully re-opening. Lunchtimes will be shorter so there is no overall impact on the amount of teaching time.</p> <p>The gates will be opened shortly before the first bubble are due in. The children should come straight into school and go their classrooms.</p> <p>At the end of the day the children will be dismissed and should make their way home as quickly as possible.</p> <p>Arrangements will be made with Brampton Kids and Childminders as required.</p>

Clubs	There will be no clubs either before school or after school before half term. We will review this as we receive guidance.
Staff	<p>The measures we have in place are designed to protect both the children and staff. The staff can move between bubbles which means that Midday Supervisors and Support Staff will work with different groups each day.</p> <p>If staff are off due to being unwell please note that this will have an impact on the support that we are able to offer.</p>
Attendance	<p>We will continue to work with families regarding any attendance concerns and please talk to us if you have questions. As schools are formally re-opening the usual rules on school attendance will apply from September, including:</p> <ul style="list-style-type: none"> - Parents' duty to secure that their child attends regularly at school. - 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. This will be reviewed regularly by Governors.

If a child becomes unwell or shows any symptoms of COVID-19 we will contact parents/carers immediately. We will then expect the process for booking a test to be followed. We have to inform the Local Authority and Public Health England of any suspected cases and the outcome of any test. If there is a possible test this may impact on the bubbles with them having to close whilst staff and children isolate.

- **Social Distancing**

Please help us to keep everyone safe but maintaining social distancing. Our measures are in place and our staff know how to keep your child safe – but we ask that you continue to play your part in protecting yourselves and your family both in and away from school.

Parents will not be able to come into school. If you need to leave any messages please email the school office.

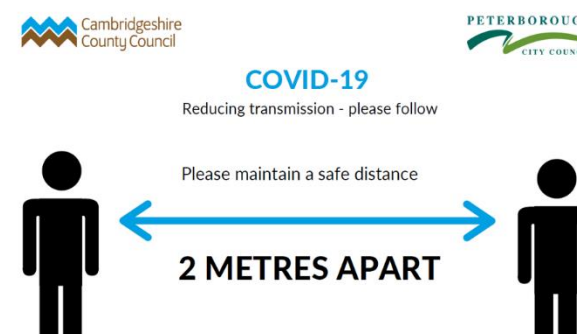
- **Start and End of the School Day**

The doors will be open for the children to come into school at the start of the day at their allocated time. Please do not come early but if you have to wait then please do so on the playground with your child, standing at least 1+m away from other families. Please do not let them or siblings run around playing with others. When leaving please make your way out of the gates as quickly as possible as the gates will be locked promptly. Older children can be left at the gates and then left to walk in on their own.

- **Face Coverings**

Parents and carers may choose to wear a face covering when dropping off/collecting the children.

The children will not be wearing face coverings in school as this is following the latest advice from the Government and Public Health.



Morning snack and milk

Morning snack will be available for Reception and KS1 children as usual. We would encourage families to use this option rather than bringing their own snack into school. KS2 children are permitted to bring either a fruit or vegetable snack in a disposable bag if they wish.

- Equipment

The school will provide all the equipment, pencils, pens, etc that the children will need so please do not send anything in from home.

- Behaviour

We have very high expectations for behaviour and attitude at Brampton and we expect all children to meet these. Some children may need additional support and guidance to meet the expectations and we have a team of staff who can provide this. It would be very useful for parents to begin to talk to their child about the school expectations and routines before the start of the term particularly as many routines have inevitably changed during recent months.

- Illness

Children who are unwell should not be sent into school and any child or adult showing signs of infection will not be allowed on the premises. Children who become unwell for any reason during the school day will be sent home.

- Uniform

The children are to wear school uniform (trainers permitted) but on PE days they should come in PE kits to avoid the need to change. Please be prepared for all weathers. PE will start week beginning 14th September:

Year 1 Tuesday

Year 2 Monday and Wednesday

Year 3 Monday

Year 4 Monday

Year 5 Tuesday + Friday

Year 6 Tuesday + Friday

- Lunches

We will be offering a cold menu (sandwiches) for the first three weeks and the children will eat in their classrooms. They can also bring in packed lunches.

Revised information sent out 22nd October 2020:

If a child becomes unwell or shows any symptoms of COVID-19 we will contact parents/carers immediately. We will then expect the process for booking a test to be followed. If there is a positive test this may impact on the bubbles with them having to close whilst staff and children isolate.

Arrangements for after half term will include:

Cleaning and Hygiene	<p>The children have been great at washing/sanitising their hands regularly and this will continue. We will maintain the current hygiene control measures which include:</p> <ul style="list-style-type: none"> - Minimising 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. - Cleaning hands thoroughly more often than usual. - Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. - Maintaining enhanced cleaning, including cleaning frequently touched surfaces, throughout the day. - Minimising contact between individuals and maintain social distancing wherever possible (bubbles and social distancing). - If any child shows symptoms we will contact parents immediately.
Uniform	<p>The children are to wear school uniform (trainers permitted) but on PE days they should continue to come in PE kits to avoid the need to change. Please be prepared for all weathers.</p> <p>Additional warm layers are a good idea as the weather gets colder and as we continue to need to ensure a reasonable amount of ventilation?</p>
Lunches	<p>We have been asked about the provision of hot lunches but unfortunately this will still not be possible due to the practicalities of serving all those who will want one in a safe way and in a reasonable amount of time. Therefore we will continue to be offering a cold menu (sandwiches) and the children will eat in their classrooms apart from Reception who are using the Hall. The children can also bring in their own packed lunches. Arrangements for lunchtimes, including a hot menu, continue to be reviewed.</p>
Face Coverings	<p>Parents and carers may choose to wear a face covering when dropping off/collecting the children.</p> <p>The children will not be wearing face coverings in school as this is following the latest advice from the Government and Public Health.</p>
Equipment	<p>The school will provide all the equipment, pencils, pens, etc that the children will need so please do not send anything in from home.</p> <p>The children will need their book bags in school as reading books can go home. Once returned to school they will be quarantined for 72 hours before being returned for classroom use.</p>
Playtimes and Lunchtimes	<p>Each bubble has a designated playtime and lunchtime where the children can mix between classes.</p>
Contacting the School	<p>Parents and carers must not come into school unless it has been arranged beforehand All enquiries should go through the school office, ideally by email so that contact is minimised.</p> <p>office@brampton.cambs.sch.uk . Staff will respond during normal working hours.</p> <p>Younger siblings should not be coming into the school to use the toilets.</p>
Remote Learning	<p>If there is a need to implement remote learning for any particular bubbles we will write to you separately about arrangements.</p>
Clubs	<p>There will be no clubs either before school or after school. This includes music tuition. We will look at this again for next term.</p>
Staff	<p>The measures we have in place are designed to protect both the children and staff. The staff can move between bubbles which means that Midday Supervisors and Support Staff will work with different groups each day.</p> <p>If staff are off due to being unwell please note that this will have an impact on the support that we are able to offer.</p>
Attendance	<p>We will continue to work with families regarding any attendance concerns and please talk to us if you have questions. The usual rules on school attendance apply, including:</p> <ul style="list-style-type: none"> - Parents' duty to secure that their child attends regularly at school. - 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. This will be reviewed regularly by Governors. <p>Please continue to inform the school each day by phoning or emailing pupilabsence@brampton.cambs.sch.uk .Please use this address if your child becomes unwell and needs a test at a weekend or during the half term break.</p>