

Coronavirus (COVID-19) School Reopening Procedures - information for parents

In accordance with the Government guidance, we can confirm that children in Nursery, Kindergarten (KG), Reception, Year 1 and Year 6 will be able to physically return to school as of 1 June 2020 and the provision for children of critical workers and vulnerable children for all year groups will continue. This document is to provide key information to parents of children who can return to school.

The Government's announcement on Tuesday 9 June allows the opportunity for additional primary age children to return to school if school settings are able to accommodate this and providing that risk assessments are in place and that suitable supervision can be achieved. Schools have the flexibility to structure this return to ensure it can happen alongside strong guiding principles and ensuring that provision for children of critical workers, vulnerable children and those in Reception, Year 1 and Year 6 continues.

From Monday 22 June all year groups up to and including Year 6 will be able to return to school at some point. For these year groups, this will be in a full time capacity during the dates of their return.

From 15 June, Year 12 will be able to attend school for an extended lesson in Art, Biology, Chemistry, Design Engineering, Drama and Physics as appropriate to their A Level or IB courses. From 22 June, Year 10 will be able to attend an extended lesson in Art, Design Engineering, Music and Drama where they are taking these as GCSE courses.

More detailed information regarding the return of the students in these year groups has been shared by the relevant Heads of School with the parents of pupils concerned.

Our procedures for reopening have been written with particular regard to the following Government guidance:

- [DfE Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers](#)
- [Department for Transport Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- [DfE Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [DfE Opening schools for more children and young people: initial planning framework for schools in England](#)
- [DfE Actions for early years and childcare providers during the coronavirus outbreak](#)
- [DfE Planning guide for early years and childcare settings](#)
- [DfE Planning guide for primary schools - GOV.UK](#)
- [DfE Opening schools for more children and young people: initial planning framework for schools in England](#)
- [DfE Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

- [DfE Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#)
- [DfE Coronavirus \(COVID-19\): guidance for educational settings](#)
- [Cabinet Office Staying alert and safe \(social distancing\)](#)
- [PHE COVID-19: guidance for households with possible coronavirus infection guidance](#)
- [PHE COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)
- [PHE COVID-19: cleaning of non-healthcare settings](#)

We recognise that this is a constantly evolving situation and the Government guidance will be updated regularly. Our procedures will be reviewed and amended regularly to reflect the Government guidance and we will share with parents any significant updates.

Principles

Safety

This is the first and most important principle. The Foundation will only open and arrange ‘face to face’ opportunities if it’s safe to do so. At no stage does the Foundation want to risk the wellbeing and safety of staff, students and their families. This also includes minimizing travel on public transport.

We will:

1. Follow government guidance on the reopening of schools alongside the Foundation’s own risk assessments and discussion with SLT and site health and safety committee meetings to provide education and childcare for those pupils in the identified year groups and children of critical workers. Attendance is recommended but parental choice to attend.
2. Fulfill the wider schools policies and update to include COVID specific issues
3. Minimising social contact
4. Follow social distancing guidance in all areas of the school and outdoors appropriate to the ages of the children as detailed in the guidelines.
5. Specify the flow of movement around the site
6. Identify specific rooms for each bubble and arrange reorganisation of classrooms and other learning environments, where possible, to maintain space between seats and desks and to allow for effective cleaning. Classes will be either split or moved to a larger space to enable the further separation of individual student desks.
7. Ensure the Behaviour and Discipline policy reflects that all students are required to follow the required behaviours identified in the risk assessment
8. Ensure adequate staffing for supervision of children through identification of staff who work most closely with each year group and allocate teams.
9. Operate year group bubbles of staff and pupils which minimises the number of total contacts between students, and students and teachers, and teachers and teachers.
10. No parents/visitors within school buildings.
11. Reduce exposure time. School is open only for core teaching hours/planned sessions for Y10 and Y12 other than in the critical worker provisions as these pupils have been spending time together on a regular basis.

12. Promote self sufficiency, as far as possible, reducing the number of touch points on equipment throughout the day
13. Ensure that there are increased cleaning protocols throughout the day including open access/no touch policies i.e. all doors open as far as possible to reduce touch points. Full cleaning evening or morning.
14. Ensure efficient reporting and quick response (medical, estates etc)

Educational provision

The Foundation will only bring in students if it would be positive for their learning and welfare and will:

- Evaluate remote learning offer
- Provide meaningful onsite provision to the students in the government's priority year groups without undermining the provision of the remote learning to other year groups.

Flexibility

The Foundation will:

- Evaluate provision and respond to the needs within each bubble whilst ensuring that risk assessments are updated and shared.
- Keep up to date with government guidance and respond to changes where required.

Communication

The Foundation will:

- Provide clear and timely communication with staff and parents
- Accountability - site welfare and Health and safety including the identification of an infection supervisor and infection control champion

Site opening times and staggered drop off and collection times

Opening times, drop off and collection times will be staggered to support the maintenance of 2m social distancing between students and families and be detailed in the site specific risk assessments. Siblings in different year groups will be asked to arrive at the earliest time and leave at the latest time possible to limit disruption and ease family logistics. The staggered times will be communicated by each Head of School.

With the exception of the provision for critical workers and vulnerable children in non priority year groups, we will not be operating late stay to further minimise contact.

Is attendance compulsory?

The Government strongly encourages children and young people in the eligible year groups and priority groups (such as [vulnerable children](#)) to attend, unless they are self-isolating due to symptoms, shielding due to health conditions or there are other reasons for absence.

Parents should notify their child's Head of School as normal, via the Google form we sent, if their child is unable to attend so that staff are aware and can discuss further with parents. Parents should notify the school of adhoc absences via the usual absence reporting procedures.

Children and young people who have been [classified as clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield. We do not expect children in this category to attend school, and they will continue to be supported at home via remote learning as much as possible.

Clinically vulnerable (but not clinically extremely vulnerable) individuals are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice, in accordance with the [DfE Opening schools and educational settings to more pupils from 1 June guidance for parents and carers](#), if their child is in this category.

Provision of education

All year groups not identified as priority year groups and not required by the Foundation to attend school will continue to be taught remotely following current policy and procedures.

Remote learning for Early Years Foundation Stage (EYFS) children will no longer be an option. All staff will be working to the Early Years Foundation Stage including delivery of Read Write Inc and numeracy. Each week nominated EYFS staff will post some activities that can be supported at home for children in the EYFS across all sites.

Year 1 - 4 inclusive will be predominantly on site classroom teaching when those year groups are at school but all specialist teaching will be delivered through remote learning to the class, supervised by the class teacher/TLA.

Year 5 and 6, when those year groups are at school, because of the nature of specialist teaching, will be a combination of supervised remote learning and class teaching of core subjects (English and maths). Lessons taught within the school will have live streaming but no teacher/remote pupil interactions.

Remote learning will remain the predominant mode of education during this term for students in Year 10 and 12. Year 10 and 12, as announced by the government on 24 May, will be able to return to school, from 15 June, to support their online curriculum and that only one quarter should attend each day.

How will risks to children, families and teachers be managed?

The Foundation will follow the DfE [implementing protective measures in education and childcare settings](#) guidance to help reduce the risk of transmission.

Students returning to the UK from abroad

Any students that may have travelled outside of the UK during the lockdown must refer to the government guidance on ['Entering the UK'](#) ahead of returning to school for any planned sessions.

The current guidance is that any residents or visitors travelling to the UK must not leave the place they are staying for the first 14 days that they are in the UK (known as 'self-isolating'). Students affected must not attend any onsite provision until they have completed the required period of self-isolation.

Living with a shielded or clinically vulnerable person

If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the PHE [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend and we will continue to support those concerned through remote teaching.

Children with symptoms and testing

The Foundation will follow DfE guidance for managing suspected cases in educational settings PHE [COVID-19: guidance for households with possible coronavirus infection guidance](#) and we ask parents to consult this national advice on the kind of symptoms to look out for that be due to coronavirus, and where to get further advice. We encourage temperature checking at home but this will not be a routine at school because routine testing is not a reliable method for identifying coronavirus.

Children who come to school with with the government identified common symptoms of coronavirus (COVID-19) will be sent home immediately regardless of whether these symptoms could be attributed to other issues such as hayfever.

All children eligible to attend their education or childcare setting, as well as their households, will have [access to a test](#) if they display symptoms of coronavirus. If they develop symptoms, they should be tested. If an individual who has been in physical attendance at the school tests positive, the individual and their close contacts (including bubble) will need to self-isolate for 14 days and access/deliver learning remotely and we will follow the [guidance on implementing protective measures in education and childcare settings](#). If they test negative, they can return to their setting and their fellow household members can end their self-isolation.

Cleaning and hygiene

We will continue to promote increased cleaning protocols in accordance with the [COVID-19: cleaning of non-healthcare settings guidance](#). We will ensure frequent cleaning of all surfaces and any shared equipment, increase ventilation as far as possible, promote handwashing in accordance with the Government guidance and ask staff and children to clean their hands on arrival at the setting, before and after eating and after sneezing and coughing. Children will be encouraged not to touch their mouth, eyes and nose and use a tissue or elbow to cough or sneeze and use bins for tissue waste

(‘catch it, bin it, kill it’). As it is challenging to reduce contact between young children in early years settings, we recognise that regular cleaning and disinfection of surfaces, objects and toys, as well as handwashing, are particularly important.

Reducing the use of shared resources, hygiene and other arrangements

Pick up and drop off

Parents and other visitors are not permitted to enter the school buildings and parents must wait for their children outside of the school buildings for their children to be brought to them. A queueing system will operate with social distancing spaces for those parents waiting to collect their children.

Lunch and belongings

All children need to be self-sufficient for the whole day. Therefore a packed lunch should be brought from home to the classroom each day with consideration for the Foundation’s no-nuts policy. Additionally, we ask children to bring their own water bottles, headphones and pencil case (including maths equipment, scissors) as we ask children to not borrow anything from their peers. The exception to this is nursery children where food is provided as staff are physically involved in feeding and handling food and equipment.

Resources

Year 6 pupils must bring their iPad into school each day, all children who have temporarily been issued a school iPad must now return these to school if they are in a returning year group.

Children will be encouraged to write in/use books but these will not be handed into the teacher.

Work will be uploaded through images and marked online.

Classrooms will be cleared to contain minimal resources to support increased cleaning regimes and pre opening cleaning.

Where an online library cannot be used a selection of books will be provided for the child to read whilst at school. These will not be returned or shared and will be left at school at the end of term.

Uniform and shoes

We ask that children wear trainers to avoid changing of shoes for exercise/play and that children do wear uniform - we kindly request that uniform is washed each day at home.

Handwashing/use of bathrooms

Children must arrive with thoroughly washed hands, wash hands on arrival and use the hand sanitisers that are placed at entrances and in classrooms. This will be promoted by the teacher.

Pupils will be directed to use designated bathrooms within the school site and the numbers of pupils within each bathroom at any one time will be limited.

Travel to school

We will not be operating any Foundation home/school transport. We ask parents and pupils to follow the [Department for Transport Coronavirus \(COVID-19\): safer travel guidance for passengers](#) when planning their travel, particularly if public transport is required. We encourage all parents to bring their children to school by walking, cycling or by car. Particularly in the Senior School and Sixth

Form, the Foundation will consider the potential for broader social mixing outside school, including on public transport, and communicate with pupils about not socialising with each other in groups.

Face coverings/masks and PPE

As outlined in the [DfE Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#), wearing a face covering or face mask in schools or other education settings is not recommended and we therefore do not require children to wear face coverings. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. The exception to this is children whose care routinely already involves the use of PPE, and if a child becomes unwell with symptoms of coronavirus while in our care and a distance of 2m from the child cannot be maintained, e.g. if the child needs personal care until they can return home. Arrangements have been made to ensure that all the Foundation has PPE, in accordance with the Government guidance, should a child become unwell with symptoms of the coronavirus while in the setting and needs direct personal care until they can return home.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

Should a pupil choose to make use of a face covering/mask, the Foundation requests that they are only used if the pupil is mature enough to handle the covering/mask as directed and that it is used in accordance with the government guidance to ensure that it does not increase risk. Information about the proper use of face coverings can be found in the [‘Staying safe outside your home’ guidance](#).

Social distancing measures

3-11

As detailed in the Government guidance, Early Years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered. We will reduce contact as much as possible in line with the Government guidance by:

- ensuring that children, young people and staff where possible, only mix in a small, consistent group and that each small group stays away from other people and groups. Each year group will be separated for teaching and break times from other year groups to maintain a ‘bubble’. Within each year group bubble class sizes will be no larger than 15.
- staggering start and finish times for each year group, as detailed above.
- splitting classes across classrooms or using bigger spaces to ensure smaller numbers and greater distances between working spaces in accordance with the Government guidance. Each Year 6 class will be divided and working one pupil per desk within a 2m area.

Kindergarten, Reception and Year 1 will be encouraged to work and play within a personal bubble. At desks they will be encouraged to maintain a 2m distance but we accept that for these youngest children this will not always be possible.

- operating a marked one way system in corridors and throughout the school sites, where possible, to enable encouraged distancing. We are aware that this cannot be strictly monitored and that pupil cooperation is required.
- organising break times by year group and in designated play spaces. We recognise that we can and will encourage social distancing but that at break times this will be challenging. Activities where there will be increased promotion of close contact will not be allowed e.g. playing close contact ball sports.
- whilst encouraging physical exercise, activities planned will support the encouragement of social distancing and will be non contact.
- arranging lunches to be eaten within the year group spaces.
- maximising outdoor learning time for Early Years and other year groups, any travel to Forest School will be by school minibus where necessary and social distancing rules will apply to the seating on the minibus.
- continuing to deliver peripatetic music lessons remotely, at this stage, which will continue to be arranged directly with the family and peripatetic teacher.
- limiting staff to working with only one year group as far as possible.
- delivering the teaching of some other specialist subjects remotely to help reduce the number of buildings staff travel between and the number of staff and pupils that they have contact with.

11-18

Social distancing will be practiced and promoted in line with the measures the government is asking everyone to adopt in public and in workplaces. Students will be asked to keep 2 metres apart from each other and staff where possible. We will ensure sufficient distance between students in classrooms. The timetable for the initial half day sessions will be created to ensure that mixing between different groups of students is kept to a minimum during classes and on arrival and departure.

We will reduce contact as much as possible in line with the Government guidance as follows:

- the Foundation will minimise social interactions through the use of year group and subject bubbles
- in 11-18 staff will maintain a strict 2m distancing, where possible, from students and other adults in classrooms/workrooms
- operating one way systems through the schools where possible clearly marked (use of open day floor arrows) and passing briefly in corridors considered to be acceptable but not stopping to have a conversation
- changing rooms will be out of bounds
- limiting numbers of students in bathrooms by having dedicated bathrooms for use by each subject group
- we will supervise students departing the site to ensure that social distancing is maintained

- resources will only be shared where absolutely necessary, such as specialist equipment, and will be cleaned thoroughly between use

Reviewed: June 2020