



# **Bedstone College Guidance on School reopening September 2020**

*(published version)*

*This document has been drawn up with reference to the following documents:*

- *ISBA guidance*
  - *Boarding in the Covid-19 era: what is possible now - 01/06/20*
  - *Music in Schools 30/07/20;*
- *DfE/Government guidance:*
  - *Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection – 04/08/20 [here](#);*
  - *Guidance for fully opening schools – 27/07/20 [here](#); Updated [here](#) – 10/09/20*
  - *Actions for early Years and childcare providers – 27/07/20 [here](#);*
  - *Corona Virus safer travel guidance – 25/07/20 [here](#)*
  - *Implementing protective measures in childcare settings - [here](#)*
  - *Exams and assessment 2021 - [here](#)*
  - *Proposed changes to the assessment of GCSEs, AS & A levels - [here](#)*
  - *On cleaning non-healthcare settings 17/07/20 - [here](#)*
  - *Mental Health and wellbeing 04/08/20 - [here](#)*
- *PHE guidance*

*This document should be read in conjunction with:*

- *BSA COVID safe charter*
- *BSA checklist*
- *Bedstone’s “Staying Safe, Staying well” document*
- *Bedstone self checklist for staff*
- *NAHT short guide*
- *Checklist for reopening schools (taken from BSA checklist)*

The absolute priority remains the health and wellbeing of pupils and staff. Confidence to return to school and boarding is key. (ISBA)

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. There is no case across the globe of a teacher catching Covid-19 from a student.

Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (DfE)

The government has set out its intent and plan for all children to return to school full time from the start of September. It is based on a **twin strategy of limiting contact between pupils and implementing hygiene measures**. The precautions and strategies identified in this document is designed to follow the guidance from government and others by setting up a ‘system of controls’ for returning Bedstone College to “normal” operational procedures. The Government have given details on a System of Controls to implement (Appendix B)

Government guidance (27/07/20) sets out details on how DfE expects schools to operate in the autumn term. This covers:

- school operations, including attendance, workforce, estates, catering
- curriculum, behaviour and pastoral support
- assessment and accountability, including plans for inspection
- contingency planning in case of self-isolation of multiple pupils or staff or local outbreak

Schools must comply with health and safety law, which requires them to assess risks and put in proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of

controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

### **“Bubbles” & Social distancing**

Government advice is to group children by age .

At Bedstone we will group children by age or classes. So the bubbles will be:

Junior 1, Junior 2, Junior 3, Junior 4

Years 7 & 8, Years 9 & 10, Years 11 & Sixth form.

Students will taught in their usual classes, but be allowed to mix in these bubbles for games, breaks, lunchtimes & assemblies (plus wherever else may be deemed necessary as required).

Boarding “pods” are identified in Appendix A.

The Government system of controls is based on two main factors: prevention and response.

At Bedstone our initial priority is prevention. Within this different sections of the school will (naturally) have different precautions/guidance.

Government advice suggests that for the younger children there is an emphasis on *separating* them, whereas for the older ones – *distancing* will be the main system of control. Government guidance states: "we recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group."

Government advises that all schools, in particular primary schools, are encouraged to take a realistic and pragmatic approach to social distancing. This may include reminding children of the need to give each other space where possible; using a simple 'no touching' approach to help children understand the need to maintain distance. However, the reality is that to fit all pupils in a classroom, they are likely to be in close proximity. The DfE has accepted that pupils will need to be sat close to each other in most classrooms (The DfE recommends that pupils sit side-by-side and do not face each other if this is possible).

Classrooms should ideally be set up with as large a gap as practicably possible (ideally > 1m) and front facing.

The DfE has stated that pupils passing each other briefly in a corridor or playground (eg walking past each other) is a relatively 'low risk', but that schools should try to avoid large groups of pupils mixing together in these spaces at the same time.

We will set up one way systems where possible:

To enter the refectory staff may go via the Old Hall, students via the Trogg run. The “Admin” corridor will be one way from the refectory/Old Hall towards the Rees Hall.

The Rees Hall at lunchtime will be entered via the maths corridor and exited via the double doors.

Hopewell – entrance will be via the front doors and exits via the fire escapes.

Junior School – the upstairs will exit via the fire door. There are arrows on the floors to designate the one way system.

The Maths corridor will be one-way from the “Biology” end to the Rees Hall end.

Passing in corridors – everyone should respect the traffic light wrist band system\* and for people wearing red arm bands others should step aside or wait at the end of the corridor in a large space if able.

\*The *traffic light wrist band system* – everyone within Bedstone College, students and all staff (including support staff ) will be offered a coloured wrist band to wear:

Red signifies – “I am very worried about the situation and I think I should keep a safe distance. Please be cautious when approaching me and take no risks”;

Yellow signifies – “I understand the problem, but I am not excessively worried. I will do my best to stay safe but realise that relaxing lockdown measures involves some risks. I am comfortable passing within 1 m for brief spells”;

Green signifies – “I recognise there is a risk of contagion but want to live life as close to normal as possible. I respect the rules and others choices so will not invade the personal space of those more anxious than myself”

During break times there will be areas designated for different groups:

Junior School – Junior MUGA

Seniors (Years 7, 8, 11 and Sixth form) will use the bottom field. Older students nearer the road, younger ones towards the sheep field. If wet these groups can use the tennis courts.

Y9-10 will use the Top Ten

The sports hall could be divided in two (by use of the curtain) if needed for wet weather.

Staffing & social distancing – Government guidance states "it is strong public health advice that staff in secondary schools maintain distance from their pupils, staying **at the front of the class**, and away from their colleagues where possible. Ideally, adults should maintain two-metre distance from each other and children. The guidance acknowledges that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow, it will help. In particular, they should avoid close face-to-face contact and minimise time spent within one metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.... When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups."

Staff should use the traffic light wrist band system to determine which children should be given more space when dealing with academic support in lessons.

The guidance suggests that use of staffrooms should be minimised and staff should aim to maintain social distancing within such spaces.

LUNCHTIMES – there is a meals rota in Appendix C

The “Do Not sit here” signs/system used during the summer term will be used on dining tables.

The Junior school will take their meals in the refectory every day from 12:00.

Seniors will be split in to two locations, switching each week: half will eat in dining room and half will eat in the Rees Hall. Pupils eating in the Rees Hall will need to select their meal in advance. This can be done through tutors during the Saturday morning tutorial.

In terms of queuing, as for the Refectory/Conservatory, the Trog Run remains the main ‘holding zone’.

Whereas for the Rees Hall the Maths corridor is the holding zone.

Staff should not eat in the refectory, but take their food to their rooms, the Staff Dining Room and/or the Reading room. Staff tea at 3:40 will be in the Reading Room.

No drinks will be provided with meals, instead students are expected to bring their own drinks bottles and fill them up at the drinks stations provided. Students should NOT use the drinks fountains to drink from directly, but instead use them to fill up their drinks bottles.

### **Daily checks**

Pupils will clean and/or sanitise their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.

The ‘catch it, bin it, kill it’ approach continues to be very important, so there will be tissues and bins in every classroom and strategic places around school to support pupils and staff to follow this routine.

The temperature of each individual student will not be taken each morning, but parents will be asked to take students temperatures before leaving home and certainly before alighting on school buses. Parents will be asked to sign an agreement to abide by school strategies (Appendix E)

## Face coverings

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. 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. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (except children under the age of 11), when attending a hospital as a visitor or outpatient, or when in a shop or a supermarket.

In Bedstone College the wearing of face coverings will not be compulsory. However, in conjunction with the traffic light wrist band system, any member of staff or student who feels particularly anxious may wear a face covering (brought from home) around the school. It is recommended they are not worn during lessons as it inhibits communication and the interpretation of facial cues critical to teaching and learning. Face coverings will be worn by everyone when on a Bedstone School bus.

## Gatherings

Government guidance states there should be **no large gatherings** bringing different groups together. Assemblies – guidance states no whole school assemblies.

There will be daily assemblies on a rota system with only one “bubble” attending each day. The rota for this is:

Mon – Years 7 & 8

Tues – Junior School

Weds – Years 11 to 13

Fri – Years 9 & 10

Thursday will be House Assemblies on a 3 week rota.

All assemblies will be in the Rees Hall, with chairs arranged socially distanced. There will be no singing of hymns.

When students are not in assemblies they will have tutor periods.

Music & performances (peripatetic music lessons) – there will be no music performances during the Autumn term (including the inter-house music competition. Peripatetic music lessons will be arranged on an individual basis. There is to be no sharing of wind instruments; other instruments should be cleaned thoroughly between students and teachers must be able to teach for a socially acceptable distance.

Speech day – will be carried out virtually. A pre-recorded video will be made and distributed to parents etc on Saturday 5<sup>th</sup> September.

Events such as Awards Day and the Carol Service will be decided later in the term.

Pupils should be reminded not to socialise in larger groups outside school.

## Learning support lessons

The guidance states that it will not be possible when working with many pupils who have complex needs or who need close contact care to maintain social distance teaching guidelines. These pupils' educational and care support should be provided as normal. The SENCo is advised to remain as socially distanced as possible and may wear a face covering (as may the student) during lessons.

## School Counsellor

As with the SENCo, it is advisable that the counsellor wear PPE during sessions.

## Sport lessons

*Changing rooms - guidelines are constantly being updated regarding sport in schools and changing for PE so these are only temporary guidelines.*

The DfE has stated that "pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided."

Furthermore, "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."

There will be no fixtures against other schools for the Autumn term. However, inter-House matches may take place.

## **Uniform**

Government advice is to change out of “uniform” at the end of every day and wash it. Since it is unreasonable to expect students to have several sets of uniform we will implement a programme of students wearing uniform and school PE kit on different days. Students will be expected to come to school in their PE kit on their Games days and Uniform other days. This will alleviate the need to change into PE kit during the days they have Games afternoons.

Senior School: ALL pupil will be in school PE kit on Wednesdays and Saturdays. On top of this:

Year 7 & 8 will be in PE kit on Mondays and uniform on Tuesdays, Thursdays and Fridays.

Year 9 & 10 will be in PE kit on Tuesdays and uniform on Mondays, Thursdays, and Fridays.

Year 11 & Sixth form will be in PE kit on Fridays and their usual uniform on Mondays, Tuesdays and Thursdays.

Junior School will be in PE kit on Thursdays. Year 5 & 6 will be in PE kit on Mondays, other classes will be advised by their teachers.

Where pupils have PE lessons on other days of the week, the PE staff will advise on suitable attire or changing arrangements.

## **Activities**

For activities that are particularly strenuous (eg badminton, but not table tennis) pupils we be allowed to change in to a home PE kit.

The PE changing rooms and the “Away Team” changing room will all be used for changing to ensure adequate space. Pupils will need to check which changing room they have been allotted prior to changing.

## **Equipment & Resources**

The DfE has stated the following:

- 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
- Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces
- Resources that are shared between classes or bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different bubbles.
- Outdoor playground equipment should be more frequently cleaned
- It is recommended that pupils limit the amount of equipment they bring into school each day to essentials, such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed
- Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources

Teaching staff will be asked to clean their classroom desks at lunchtime and more frequently if possible. Every classroom will have sanitiser spray and a roll of blue (cleaning) paper. Sanitiser wipes may be requested from the Domestic supervisor for areas not appropriate to spray.

Pupils will be requested to bring in as much of their own equipment as possible, including aprons (or old shirts) for use in Art & DT and soft (2B) pencils for art lessons.

Whilst students will continue to use exercise books, they will not be collected in and marked by teaching staff. Instead as much work as possible will be set electronically, including homework. Wherever possible textbooks will be allocated to the same student and not shared between students.

## Curriculum Adaptions

Government advice states a key principle that "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."

I do not intend to change the curriculum, other than the changes proposed for Year 11 & 13 as a result of the situation to ease their preparation for exams in 2021. (See guidance [here](#) and [here](#) )

## Transport

Guidance on dedicated school transport, including statutory provision:

Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.

The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out by the government guidance and with the approach being adopted by the school.

Students travelling on school minibuses will have to adhere to several safety precautions (these are to protect the safety of both the passengers and the drivers):

- No student will sit next to, or directly behind the driver
- Students will queue before entering a bus and not get on to a bus until instructed by the driver. The driver will open the doors for students and stand back to ensure social distancing. Parents **MUST NOT** enter any buses or open bus doors. If students require assistance (eg lifting bags on to buses or fastening seat belts) the drivers will supervise this assistance.
- Students will be allocated a seat and sit in the same seat for every school journey.
- Students will use the hand sanitiser provided before getting on the bus and wear face coverings (provided by home) during the journey.
- Drivers will sanitise the buses before and after trips and wear PPE.
- All students will wear a face covering (brought from home) during the journey.

It is expected that all students (particularly those using school transport) will have had their temperatures taken in the morning before getting on a school bus.

There will be no educational trips during the Autumn Term to reduce the need to use buses during the school day.

## Boarding

(Bedstone has signed up to the COVID Safe Charter)

The BSA also has provided a checklist covering issues including facilities, curriculum, kitchens, boarding houses, medical, activities, staffing, wellbeing, new pupils and visitors.

PHE guidance for households states:

- Boarding houses may be considered as households.
- If boarding is spread across several, separate buildings, these may be treated as different households.

Therefore boarding houses may be treated as entirely separate areas or zones to the main academic hub of the school where there is social distancing and may help minimise the chance of cross contamination.

Current government advice on overseas pupils using boarding houses for quarantine purposes is now confirmed so long as they comply with the Home Office guidance on quarantine which states:

- From 8 June, there are new rules in place for entering the UK because of COVID-19.
- The rules are for residents and visitors who will need to provide journey and contact details and will not be allowed to leave the place they are staying for their first 14 days in the UK except in very limited situations.
- Check the latest public health advice (above) for further information.

Boarding schools should adopt the same practices for children who are boarding as for day pupils.

As there are so few boarders (very few of which are international) we will only be opening two boarding houses. Boys will be in Pearson House and girls will be in Wilson House. Students within those Houses will be kept within “pods” see Appendix A. Most boarders will be in individual dorms; the exception being younger new boarders who may benefit from sharing with another student.

The en-suite rooms in both Pearson & Rutter will be kept free for emergency isolation rooms. Temporary new routines have been devised in light of the small numbers. Every boarder’s temperature will be taken before school each morning and again in the evening. There will be hand sanitiser in each house and students will be expected to wash (ideally shower) as they arrive back; change out of day clothes and in to “casual” clothes at the end of each day. Laundry facilities will be available in each house, but cooking facilities will be removed. Bottled water will be available.

Each pod will be kept apart, with separate role calls each day in each pod. Students may be allocated a designated toilet and shower to limit the risk of contagion. Unnecessary items (soft furnishings) will be removed from boarding houses. Students may wear face coverings around the boarding houses, but this is not compulsory. During the weekends, boarders will be told which areas of the school they may use for rest and relaxation. This gives the opportunity for classrooms and key areas to be deep cleaned.

Bedstone House will be used as the isolation house should any boarders be diagnosed with Covid-19. Students displaying symptoms should NOT go to the medical centre. Any boarder that can return home (if diagnosed with Covid-19) should go home.

ISBA advice acknowledges that Schools such as Bedstone may be unable to implement all the advice given.

ISBA Advice:

*Boarding Staff should decide boarding pods (see definition below), with their own specific living zones and a defined and constant number of boarders (pods of no more than 15 boarders) by year group, so that they may live (and work) together as a household. This must be strict and each pod should have their own supervisor who ideally has no contact with any other pod or member of staff.*

*As boarding houses come in all shapes and sizes some with many levels, corridors of single study bedrooms, study bedrooms of several boarders, dormitories of 3 – 15 boarders etc these should be divided up in to a series of separate pods and household groups.*

*Where possible boarding staff should be dedicated to one boarding pod. Where this is not possible then a series of pods but understanding that should one pod have a possible COVID-19 case this may mean all the pods and other supporting staff for which they are responsible will need to self-isolate and / or return home.*

*Throughout the following:*

- *“Pods” describes groups of boarders of no more than 15 boarders each and may be a mix of bedrooms, study bedrooms, dormitories and depending on size boarding houses.*
- *“Bubbles” describe groups of 15 or less day pupils in an academic setting.*
- *Each pod should have its own specific zone. This may include bedrooms, washroom, showers, toilets, common rooms, study areas and perhaps even corridors, floors and external doors.*
- *Each pod must be considered separately in terms of other activities, bubbles, classes, subjects, support, common rooms etc.*
- *Which staff are available for boarding supervision and their ability to commit to a boarding pod or series of pods.*
- *Ideally boarding staff will be available to a sole pod and will remain with that pod. Where this is not possible planning, systems and risk assessments will be required to support the decision.*
- *Where schools operate a staff rota it must be consistent to minimise the risk of transmission.*

*Current advice is for a RA to be produced for all boarding staff, each boarder and their residential facility / accommodation. Every boarding activity should also have a RA to ensure compliance with health and safety legislation and guidance.*

*Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.*



*Prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.*

### **Laundry**

*Minimise the possibility of dispersing virus through the air by not shaking dirty laundry and wash items in accordance with the manufacturer's instructions. All dirty laundry can be washed in the same load.*

*Where possible clothes should be changed and washed daily.*

The following laundry routine will be implemented:

- Boarders will be allocated three bags for their dirty laundry.
- Boarders will place their own laundry in their bag.
- House staff (wearing PPE) will take the laundry bags to the laundry and collect clean laundry

Alternatively, students may use the washing machines in their kitchens to launder their own clothes.

### **Catering**

The DfE expects that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about the provision of food to all pupils who want it

Due to the reduced number of catering staff available in the evenings, mornings and at weekends, meals for resident staff and their families will be temporarily suspended. Only staff on duty (and those in Rees Court) will be able to attend breakfasts & evening meals.

### **Fire Prevention/Drill**

Due to the increased risk created by hand sanitiser having significant amounts of high-alcohol-content and there being a significantly larger amount of hand sanitiser on the premises, Bedstone College's fire risk assessment has been reviewed to ensure compliance with safe storage requirements and clear guidance being given to staff to ensure its safe use.

All staff and pupils will be given guidance on fire evacuation procedures at their annual update.

### **Communication**

Communication with everyone important.

**Staff:** Teaching – email with proposals mid/late August followed by verbal discussions INSET day

Non-teaching staff – training day Monday 24<sup>th</sup> August

### **Parents**

Parents will be sent a letter prior to school reopening.

### **Cleaning**

See "Equipment & resources".

Government guidance states that schools must clean dining halls between groups .

A deep clean of the school will take place prior to students returning. Areas will then be thoroughly cleaned each day, with teaching staff sanitising tables and chairs at least once during the day.

Every classroom (and other key areas) will be provided with sanitiser spray and paper towels. Sanitiser wipes will be available from the Domestic supervisor on request.

Toilets will be cleaned at regular intervals throughout the day.

Where possible, individual equipment used by students will be allocated and only used by the individual designated.

Government advice on cleaning non-healthcare settings is [here](#)

### **Domestic Staff Advice**

Government advice on cleaning and disposal of waste:

Cleaners should be responsible for specific pod(s), floor or a boarding house.

Clean:

- With usual household products, such as detergents and bleach, as these are very effective against the virus on surfaces.
- Frequently touched surfaces such as door handles, handrails, remote controls and tabletops.

- A shared bathroom each time it is used, for example, by wiping the surfaces touched.
- Bins and ensure tissues etc are emptied throughout the day

Where there may be infection personal waste (such as used tissues) and disposable cleaning cloths should be stored securely within disposable rubbish bags. These bags should be placed into another bag, tied securely and kept separate from other waste. This should be put aside for at least 72 hours before being put in your usual external household waste bin.

Other household waste can be disposed of as normal.

### **Visitors/Contractors**

Visits to school should be kept to a minimum. Only essential visits should take place and visitors should adhere to relevant sections above, particularly social distancing guidelines.

A contactless log-in system is being trialled; this will also fulfil the track and trace requirements.

In the meantime all visitors must report to reception, where they will be asked to sign in (and out) and leave contact details.

### **Staff Specific precautions**

A staff self checklist has been produced. (Appendix D)

### **Staff Absence**

Arrangements have been discussed by senior leaders for staff & pupils who have been advised to self isolate through the “NHS test & trace” service or through direct contact with a household member diagnosed with COVID-19. Current Government advice is to isolate for 14 days.

For teaching staff this will require other teaching staff to cover for absent colleagues as usual. Most teaching staff are on light teaching loads so that the potential increase in cover load should not unduly overload their normal teaching day.

If teaching staff are absent through symptom free isolation then they can be expected to teach from home using zoom or other virtual means as per the Summer term 2020. However, a cover teacher will be required to sit with their classes in school. The Zoom lesson can be projected on to the interactive board to reduce requirement for individual devices.

Non-teaching staff – other or bank staff may be called upon to cover absence.

### **Pupil Absence**

Pupils may need to isolate as part of the track and trace system. If symptom free – work will be set via Google Classroom or e-mailed to their school e-mail accounts.

Attendance is again compulsory.

### **In the event of a COVID outbreak in school**

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Students with the above symptoms will be immediately isolated and sent home or to guardians (if possible) and advised to get a test. Boarders who can't return home will be isolated in Bedstone house and a test arranged. Anyone with symptoms must isolate for 10 days from first appearance of symptoms.

Government Advice on alerting others when someone develops symptoms does not advise self isolation for people outside the immediate “household”. [Stay at home guidance](#)

*If you develop symptoms you may wish to alert the people who you do not live with and that you have had close contact with over the last 48 hours to let them know that you might have COVID-19 but are waiting for a test result. At this stage, those people should not self-isolate. Alerting those that you have been in contact with means they can take extra care in practising social distancing and good hand and respiratory hygiene. They can also be more alert to any symptoms they might develop.*

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in

which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

The latest guidance [here](#) is dated 27 July 2020.

In summary schools must ensure:

- Anyone who displays symptoms of COVID-19 should be tested.
- The NHS Test and Trace process is understood.
- They know how to contact their local PHE health protection team.
- That staff and parents will need to be ready and willing to:
  - [Book a test](#) if they are displaying symptoms. As an essential worker staff have [priority access to testing](#)
  - Ensure staff and children must not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school.
  - Test all children, when appropriate, including those under 5 noting that children under 11 will need to be helped by their parents if using a home testing kit.
  - Provide details of anyone they have been in close contact with if they tested positive for COVID-19 or if asked by NHS Test and Trace
  - [Self-isolate](#) if they have been in close contact with someone who tests positive for COVID-19 symptoms.
  - Parents and staff inform the school immediately of the test results.
  - If someone tests negative:
    - And they feel well and no longer have symptoms similar to 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 also stop self-isolating.
  - If someone tests positive, they:
    - Should follow [COVID-19: guidance for households.](#)
    - Must continue to self-isolate for at least 7 days from the onset of their symptoms.
    - Only return to school if they do not have symptoms other than cough or loss of sense of smell or taste.
    - Should keep self-isolating if they still have a high temperature until their temperature returns to normal.
    - Other members of their household should continue self-isolating for the full 14 days.

Managing confirmed cases of COVID-19 in school:

- Schools must take swift action if someone has tested positive for COVID-19 and contact the local health protection team (if they have not already contacted the school) who will work with the school to:
  - Carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
  - Guide them through the necessary actions
  - Send home those who have been in *close contact*\* with the person tested positive, advising them to self-isolate for 14 days since they were last in close contact with the infectious person.

\**Close contact* means:

- ❖ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).
- ❖ Proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual.
- ❖ Travelling in a small vehicle, like a car, with an infected person.

- A letter will be sent to parents and staff if needed.
- Schools must not share the names or details of people with COVID-19 unless essential to protect others.
- To support the local health protection team by keeping a record of:
  - Children and staff in specific groups/rooms (where applicable).
  - Close contact between children and staff in different groups/rooms.
  - Household members (of those who are sent home) do not need to self-isolate unless the child or staff member who is self-isolating subsequently develops symptoms.
  - If someone in a group that has been asked to self-isolate develops symptoms within their 14-day isolation period, they should follow [COVID-19: guidance for households with possible coronavirus infection](#). They should have a test, and:
    - § If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the COVID-19 within the remaining days.
    - § If the test result is positive, they should inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period).
    - § Their household should self-isolate for at least 14 days from when the person first had symptoms, following [COVID-19: guidance for households with possible coronavirus infection](#).
  - Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation
  - Further guidance is available on [Testing and tracing for coronavirus](#).
- Containing an outbreak of COVID-19 in school:
  - Do contact and follow the local health protection team advice.
  - If Schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, schools may have an outbreak, and must contact their local health protection team who will be able to advise if additional action is required.
  - In some cases, health protection teams may recommend a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole school or group.
  - If schools are implementing the necessary controls then whole school closures should not be necessary or be considered except on the advice of health protection teams.
  - Any confirmed cases of COVID-19 in school (pupil or staff), and/or if the school is advised to close as a result, should report to Ofsted through the usual channels.

## **Mental Health/Well being**

The coronavirus (COVID-19) crisis is having an impact on everyone's daily lives. Bedstone College is committed to supporting everyone within its "family" and the wider community where ever possible. During this time, staff and pupils may feel low, lonely, worried, anxious, or be concerned about their health or that of those close to them. These are all common reactions to the difficult situation being faced. Everyone reacts differently to events and changes in the way they think, feel and/or behave varies between people and over time. It's important that we take care of our mind as well as our body. Most people will find strategies that work for them and the difficult feelings associated with the outbreak will pass. Some people, especially those with pre-existing mental health problems, may need extra support.

Staff and students are encouraged to speak to a trusted colleague or adult who will be able to support them.

Government advice can be found [here](#)

In the event of schools having to close again we will resort to "plan b";

# “Plan B”

Back to on-line teaching (as per Summer term 2020)

## Useful References

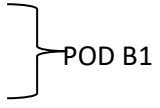
- Government Boarding advice:
  - <https://www.gov.uk/government/publications/-covid-19-guidance-on-isolation-for--educational-schools/-covid-19-guidance-on-isolation-for--educational-schools#boarding>
- Home Office guidance on quarantine:
  - <https://www.gov.uk/uk-border-control>
- Infection Control:
  - <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- Cleaning and disposal of waste:
  - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#cleaning-and-disposal-of-waste>
- Social Distancing:
  - <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>
- PHE guidance:
  - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Government advice on COVID-19:
  - <https://www.gov.uk/coronavirus>
- Boarding Schools NMS 2015:
  - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416186/20150319\\_nms\\_bs\\_standards.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416186/20150319_nms_bs_standards.pdf)
- KCSiE Sep 2019:
  - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/835733/Keeping\\_children\\_safe\\_in\\_education\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf)
- Government Advice on mental, health and well being;
  - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>
- Government advice for parents:
  - <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

# APPENDIX A

## Boarding House Pods


### Boys

Two Year 7  
One Year 9 (possibly)  
Two Year 11



POD B1

Two Year 12  
Two or three Year 13




POD B2

### Girls

Two Year 8

POD G1

One Year 11 (possibly)  
Two Year 12  
One Year 13



POD G2

## APPENDIX B

### Government Advised System of Controls

[Full advice here](#)

This is the set of actions schools must take.

They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the full advice (link above).

#### 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 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)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

#### 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

Numbers 7 to 9 must be followed in every case where they are relevant.

## APPENDIX C

Change of lunchtimes until October half-term (may extend if required)

### Meal Rotas

**Odd Weeks** (1,3,5,9,11,13)

Location/ Timings	Refectory/Conservatory	Rees Hall	DRR/SDR
12:00	Nursery (6) & Junior 1 (6) + Staff (2)	-----	-----
12:20	Junior 2 (5), Junior 3 & 4 (10) + Staff (3)	-----	-----
12.40	-----	-----	Staff (25)
12:45	Years 7 & 8 (30)	Years 12 & 13 (22)	
1.10	Years 9 & 10 (21)	Year 11 (17)	

**Even Weeks** (2,4,6,10,12,14)

Location/ Timings	Refectory/Conservatory	Rees Hall	DRR/SDR
12:00	Nursery (6) & Junior 1 (6) + Staff (2)	-----	-----
12:20	Junior 2 (5) Junior 3 & 4 (10) + Staff (3)	-----	-----
12.40	Staff (30):eat in ADDR	-----	Staff (25)
12:45	Years 12 & 13 (22)	Years 7 & 8	
1.10	Year 11 (17)	Years 9 & 10	

\*Numbers in brackets are approximate

**Teas** (every week)

Location/ Timings	Chacksfield	Rees Hall	DRR
3.40	Junior 1-4 (21)	Senior School (on Activities) (60-80)	Staff (30)

**Supper** (every week) [Does not include Fake-Away on Saturday that should be collected from the school kitchen]

Location/ Timings	Refectory/Conservatory
5.40	Boarders + Staff on day duty or evening duty (3-5)



# APPENDIX D

## STAFF SELF CHECKLIST

Name: \_\_\_\_\_

*Please fill in and return to the Head's PA*

### Preparations for the opening of school in September 2020

#### Introduction

Bedstone College recognises the concern and anxiety of many staff regarding the return to full school provision in September 2020.

We are sorry that we ended the Summer term unaware of the details or plans we have been requested to make for the September opening.

This document is a self-audit checklist to enable you to consider your own position in relation to our plans for the September opening.

The checklist covers the following areas:

1. **Personal health**
2. **Equality impact measures**

#### 1. Personal health

Below are categories of people who, in the context of COVID-19, are considered vulnerable or are disproportionately affected by the virus.

Please note as a result of changes in Government guidance, the list makes no reference to those who live in the same household as someone who has been shielding or is clinically vulnerable.

- (i) When the new term begins in September, if you are:
- sharing a household with someone who is self-isolating with COVID-19 symptoms;
  - exhibiting symptoms of COVID-19;
  - certified by your GP as not able to attend the workplace;
  - on sick leave or any other form of authorised leave, you should not be attending work.

Make sure the Head is aware of your position.

(ii) Are you:

- pregnant
- disabled
- BAME

(iii) Are you:  
 pregnant and in your third trimester

(iv) Do you:  
 have an underlying health condition

If you have ticked one or more of the items in (ii), (iii) and (iv) above the Head will discuss the precautions the College intend to implement to ensure your safety. The Head's PA will contact you to arrange a meeting.

#### 2. Equality impact measures

Do you anticipate having any problems with childcare/carer responsibilities at the start of the new term because of issues relating to COVID-19 restrictions?

If so, what are the factors causing the problem:

- my usual childcare/carer arrangements are not available and I have no access to alternative arrangements
- Bedstone College is proposing staggered starting and/or end times which changes my normal working day and affects the timing of my childcare/carer arrangements which cannot be changed

If you have ticked either of the points above the Head will discuss the matter with you with a view of assessing how the College may be able to support you under the current circumstances. The Head's PA will contact you to arrange a meeting.

Your health, safety and well-being are important to us at Bedstone College and having the correct information and open communication will enable us to do all we can to protect your welfare during the current crisis.

Thank you for your continuing support.

Wendy Martin (Head)

# **APPENDIX E**

## **Parental Agreement**

### **Covid-19 Home/School Agreement**

**By sending your child to school we will presume consent to this agreement and that you have agreed to follow government guidance on staying alert and safe.**

#### **School**

**The school will do its best to:**

- Provide an environment which has been risk assessed in response to the COVID-19 infection;
- Adhere to the social distancing rules as set out by the government as much as we reasonably can;
- Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs;
- Contact parents/carers/guardians if your child displays symptoms of COVID-19;
- Inform you if staff or students who may have been in close contact with your child show symptoms of COVID-19;
- Identify individual's vulnerabilities by the use of a wrist band "traffic light" system;
- Clean classrooms, social areas and resources throughout the day, as required;

#### **Parent/Carer**

**To help my child at school, I know and understand that:**

- If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school, we will self-isolate for 14 days, I will get them tested and I will let the school know as soon as possible via telephone;
- If I am contacted by the NHS "Track & trace" system I will abide by their instructions and inform the school that I have been contacted;
- If my child shows symptoms of COVID-19 at school, I will collect my child from school immediately;
- I will take the temperature of my child before school each morning and keep them at home if it is elevated;
- My child may have their temperature taken at school if they feel or present as being unwell;
- I will remind my child about social distancing rules but accept they are difficult to follow;
- I will emphasise to my child the need to wash their hands properly and will remind my child about the importance of "Catch it", "Bin it" and "Kill it" for coughing and sneezing;
- I need to provide a face covering for my child to use whilst on school buses or at other times deemed appropriate;
- I will not be allowed into the school without a pre- arranged appointment – *please make appointments via telephone or email*;
- I will provide up-to-date emergency contacts details.
- If my child is deemed unsafe, he/she will be sent home and cannot return to school until they can be safe;
- I understand that if my child is unwell at school, she/he will be immediately isolated from other children and staff;

#### **Student**

**I will do my best to:**

- Follow the social distancing rules in class and at break times;

- Tell an adult if I feel unwell;
- Respect the new rules that are in place during this coronavirus crisis, including not sharing equipment and resources;
- Stay within the areas directed during break and lunchtimes;
- Respect that others may feel different during this crisis – using the wristband traffic light system to help me when social distancing;
- Use the one-way systems highlighted around school;
- When coughing and sneezing use “Catch it”, “Bin it” and “Kill it”
- Wash hands regularly (use soap and water for 20 seconds) and use the hand sanitiser provided before each lesson and at the end of each lesson;
- Behave well at all times to keep myself and others safe;
- Follow the safety rules and know that if I don’t, I will be sent home and will not be able to come back into school until I can be safe;
- Limit the amount of equipment I bring into school each day to essentials.

### **Additional Notes During COVID -19 Crises**

- All children are to wear full school uniform on the days designated below and school PE kit on the other days;
- If children need to be collected during the school day or need to be dropped off after normal start of the day this can be arranged but please can parents keep to social distancing and only one parent in the Reception or Chacksfield “Bubble” at any time.
- Any appointments with staff will be made via telephone and not face to face unless this cannot be avoided.

### **For students travelling on the school buses**

Parents/carers and students are expected to support the bus drivers by:

#### **Agreeing to:**

- Not sit next to, or directly behind the driver
- Queue before entering the bus and not get on a bus until instructed by the driver. *The driver will open the doors for students and stand back to ensure social distancing.*
- Parents not entering or opening the doors of the bus. *Drivers will supervise with any assistance required.*
- Sit in their allocated seat and for every journey to and from school, unless given a different instruction by the driver.
- Use the hand sanitiser provided before getting on the bus and wear a face covering (brought from home) during the journey.

### **Uniform Rota**

Uniform to be worn on the following days, School PE kit may be worn on the other days:

**Junior School** - Tuesday, Wednesday & Friday (unless directed differently by the class teacher)

**Year 7 & 8** - Tuesday, Thursday & Friday

**Year 9 & 10** - Monday, Thursday & Friday

**Year 11 & Sixth Form** - Monday, Tuesday & Thursday

*This is not an exhaustive list of precautions and will be regularly reviewed in-light of Government guidance and updates. The Head’s direction is final for the safety of all within the Bedstone school community.*