

Covid Handbook for Parents and Students (October 2021)

Context

We have seen a high number of cases reported to us over the last three days. While we are waiting for confirmed PCR test results for a number of cases, it seems likely that we will pass the threshold for an outbreak in at least one year group.

Case rates remain very low in the Sixth Form. We assume that this is because a large proportion of these year groups have been vaccinated.

Our current plan is to reintroduce the control measures listed below from **Wednesday 13th October until Friday 19th November**. As this will be two weeks after Y7-Y11 have been vaccinated, we hope that we will be able to relax these restrictions at this point. The changes to the dining hall arrangements will come into effect from Thursday 14th October (more detail about this is provided below).

Changes to the September version of this guidance are highlighted in red.

Dress Code

Normal dress code and uniform expectations will apply as normal.

Equipment

Equipment can still be shared between groups but we will try to reduce this when it is easy to do so. Exercise books can still be collected and returned in the normal fashion.

Face Coverings

All students and staff (including the Sixth Form) must wear face coverings on the school corridors, unless they have been given permission not to do so.

We will also ask everyone to wear face masks outdoors when moving between lessons as this is an especially busy period of the school day.

Hand Sanitiser and Wipes

Parents are asked to provide hand sanitiser and wipes for their son/daughter. Students will have the opportunity to clean their workspace before the start of each lesson.

Social Distancing

We will try to keep year groups separate where possible.

LFD Testing

Where case rates are high, we will LFD test the relevant year group/s in school.

Parents are urged to maintain twice weekly LFD testing at home.

Cleaning Routines

We will maintain enhanced cleaning routines around the school site.

Cleaning equipment will be available in every classroom.

Ventilation

We will keep windows and doors open as much as possible during the day, although the fire doors in the corridors will need to remain shut.

Dining Hall and Holding Areas

From Thursday 14th October, students will need to go to the following areas at break and lunchtime:

Sixth Form:	Sixth Form Centre (i.e. no change)
Y11:	Dining Hall (small tables)
Y10:	Dining Hall (large tables)
Y9:	Gym
Y8:	Training Hall
Y7 PROS:	Foyer
Y7 ICEF:	A18

This means that Y7-Y9 students will need to bring a packed lunch into school from Thursday. We will try to reintroduce the packed lunch school service for these year groups and more information about this will be sent out shortly. Separate arrangements will also be made for those entitled to a school lunch.

Teaching Rooms

All students can follow their timetabled rooming in the normal fashion.

School Day Timings

School days timings will remain unchanged.

Extracurricular Clubs

Extracurricular clubs for specific year groups will continue as normal.

Mixed age extracurricular clubs can continue provided the following mitigations are in place:

- Reduced age range whenever possible
- Controlled group sizes
- Social distancing between age groups
- Well ventilated spaces
- Keeping sessions as short as possible

Competitive sports fixtures with other schools will be rescheduled to take place after November 19th where possible. If this is not possible, we will allow these fixtures to go ahead provided extra care is taken in changing rooms etc.

Friendly fixtures with other schools will be rearranged to take place after November 19th.

Movement Around School

We will keep the internal one-way system in place in all areas of the school, except the Performing Arts Block and the Sixth Form Centre.

We think it would be wise to avoid crowded corridors between lessons. In most cases, students will be allowed to go straight into the classroom and wait for their teacher.

Behaviour

Normal behaviour expectations will apply in full.

Health Monitoring (Students)

Parents are reminded not to send their child to school if they are displaying Covid-19 symptoms (persistent cough; high temperature; loss of sense of smell/taste).

If a child begins to feel ill with Covid symptoms during the school day, they will be sent to the Pastoral Centre. We have procedures in place to manage students with Covid-19 symptoms separately from other students. Parents will be contacted if their son/daughter is showing Covid-19 symptoms and asked to take them home as soon as possible.

Students who are close contacts with a positive case in the same household will need to:

- Stay at home for at least five days
- Limit social contact
- Take a PCR test and receive the result before returning to school
- Take LFD tests every day from Day 6-10

When counting days, Day 1 is the day after the person in the household started showing symptoms. If the person in the household has not shown symptoms, then Day 1 becomes the day after their positive test result.

Fire Alarm

In the event of a fire alarm, we will organise our evacuation procedures in the normal fashion.

Toilets (Students)

Students will be allowed to use the toilets in the normal fashion. We will not replace the corridor doors to the toilets so that these areas can be easily monitored by staff.

Students will be discouraged from taking a toilet break during a lesson (unless they have a toilet pass).

Assemblies

These will still take place for the Sixth Form.

All other assemblies will be cancelled, unless a special concession has been agreed with senior staff.

Visitors

Individual adult visitors can come into school, provided they confirm a negative LFD test result in advance. Large groups of adult visitors are more problematic and such events will need to be agreed in advance with senior staff.

Open Evenings / Large Events

We will plan on the assumption that such events will not go ahead in person before November 19th.

Online Lessons

We will continue to provide online learning for students who are isolating. Students can log on to these lessons by going to meet.google.com and entering their teacher's staff code.

We will continue to update our central spreadsheet on a daily basis so that our teachers can set up online access for those students who are isolating. However, please bear in mind that if your case is reported to us late in the evening or at the weekend, it may take us a few hours the next morning to update our records and systems accordingly.

Lesson Delivery

Students do not need to wear face coverings in lessons, although this may be something that we need to introduce in the weeks ahead.

Teachers have been advised to teach from the front of the room and to minimise student circulation where possible. Where student circulation is necessary, students may be asked to wear a face covering in their lesson.

Teaching assistants will continue to work with their SEND students on a 1:1 basis in the normal fashion.

Assessment, Marking and The Presentation of Student Work

Staff will be able to collect and mark exercise books in the normal fashion.

Communicating With Parents

Parents will be able to come into school for an appointment, provided they confirm that they have had a negative LFD test.

We will move all parents' evenings online.

Summary

We will review all of the above in advance of November 19th. Any decisions made from that point onward will be reached in consultation with Public Health.