



The School's Re-opening Plan and Risk Assessment is a dynamic document that will continue to change as the School responds to new government guidance.

The key controls that have been introduced to support the guidance to enable the school to safely open on 8 March 2021 in line with government guidance are detailed below, along with changes to face coverings with effect from 17 May 2021:

### **COVID Lateral Flow Testing for staff and senior pupils:**

- Staff:
  - Staff carry out lateral flow tests at home twice a week, and report results to test and trace.
- Pupils:
  - Senior (Y7 and above) carry out lateral flow tests at home twice a week, and report results to test and trace.

### **Face Coverings**

#### **Pupils (Senior):**

- Must be worn when using school transport or public transport, to travel to school.
- No longer recommended in classrooms, in corridors, in communal spaces, in lunch queues or whilst walking about the site.

#### **Staff:**

- Masks will be worn by transport staff, and any staff using school or public transport to travel to school are required to wear masks.
- Staff and visitors are advised to wear a face covering when they cannot maintain a 2m distance from other people (including children); the only exception to this is in classrooms, where masks are no longer recommended.

Staff may choose to apply a stricter set of guidelines, where social distancing can not be maintained.

In addition masks will be worn as follows:

- When attending to intimate needs;
- Medical Room staff;
- Housekeeping staff.

#### **Disposal of masks:**

- Disposable masks must only be disposed of in the lidded bins located around the site. Reusable masks should be kept in a sealed bag, inside a pupils blazer/jacket pocket or in member of staffs jacket pocket or bag.



## Group Sizes

- The school will follow government guidance, which states that groupings should not have a negative impact on delivering the full curriculum, with regards to bubble sizes, and for secondary school age children this will be the whole year group, apart from Y12 & Y13 who will be a sixth form bubble.
- The House system will be adapted temporarily to accommodate whole year groups, as opposed to boys and girls houses with pupils from different year groups.

## Breaks

- Break times will be staggered and designated areas (indoor and outdoor) will be assigned to year groups.
- Common rooms will have a maximum occupancy capacity to support social distancing (SD), and other designated staff designated refreshment areas will be provided for staff to take their take breaks in.

## Catering

- There will be no breakfast service until further notice, however breakfast club will be offered to the relevant year groups, and will be located in the Lower Prep Hall.
- Lunch will be provided in the Dining Hall and a marquee that will be located in the top netball courts. Chartwells (third party provider) are responsible for the delivery of lunches and have their own detailed Risk Assessment and plan that they will follow.
- Year groups will dine in bubbles at allocated times, and staff and sixth form pupils will dine between the hours of 12.25 – 13.45 and must adhere to 2m markings when queuing and seated. Picnic benches will be provided on the Headmasters lawn, so when the weather allows sixth form and staff may choose to eat outside.
- Tuck shop will be offered on a rota basis for year groups.

## Cleaning

- Housekeeping staff will focus on disinfecting areas, with a focus on toilets, washrooms, high traffic areas such as rest / break areas and classrooms prior to the start of the day.
- Classroom based staff will be responsible for wiping down classrooms at break and lunch times and when there is a change in pupils using the classroom.

## Social Distancing

- Classrooms are set up in line with SD guidance, with desks side by side wherever possible. A teachers zone will be clearly marked on the floor, which children should not enter.
- Where classrooms are fixed and it is not possible to move desks i.e. DT, Science Labs etc. the Heads of Departments will be responsible for risk assessing delivery of their lessons.
- Transition exposure is classed as low risk, however the school is adopting a keep left policy when moving around the site and signage will be on display to remind everyone to adhere to this onsite at all times.

## Attending to children who are ill

- There is a clear process to follow should a child become unwell or require first aid intervention.



## Personal Hygiene

- Hand sanitisers are located at every entry point to the school, and everyone that is coming on to the school site is expected to sanitise on entry and when leaving the site.
- Hand sanitisers are also located at the entry point to every building and will be provided in all classrooms, houses and shared areas.
- All classrooms, houses and shared areas will have lidded bins for tissues and catch it, bin it, kill it posters will be displayed.

## Fire Safety

- An annex to the Schools fire evacuation procedure will be shared with staff at INSET day and communicated to pupils on their return to school, and will take in to account SD measures.
- A fire drill be carried out during the first half of the term.
- Although fire doors can be open while a classroom or shared area is being used, they must be closed when the area is not in use.

## Pupil and staff wellbeing

- Pupils will be signposted to share concerns in the normal way and safeguarding protocols will be followed as normal.
- If staff are anxious or have any concerns they should discuss them with their Line Manager in the first instance, and if appropriate then with Human Resources.

## Signage

- Keep Left posters will be displayed at entry points to the site and throughout the site.
- Catch it, bin it, kill it posters will be displayed in all classrooms.
- Classroom guidance posters displayed in all classrooms reminding staff to; close windows and doors on leaving the classroom, remember to sanitise on entry and leaving, maintain social distance and ensure that fire doors are closed when classrooms are not occupied.

## Training

- In addition to normal mandatory training such as Fire Safety all staff are required to complete COVID 19 training on Smartlog before the start of term.