



# Guidelines and procedures for COVID-19: April 2021 PARENTS

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## **Introduction**

Whilst coronavirus remains in the community this means making judgements at a School level about how to balance and minimise risks while providing a full educational experience for our children.

The following procedures and guidelines have been written in line with Government guidance and provide proportionate protective measures for our children and staff whilst ensuring that all children receive a high quality education that enables them to thrive and progress. They will be regularly reviewed in line with the four step Government roadmap.

To enable us to do this safely the School will:

- Follow the guidelines set out by HM Government and Department of Education
- Protect the health and safety of children and staff
- Provide clear expectations for staff, children and parents during this adapted learning environment

The following expectations and procedures are in place to ensure that health and safety standards are met.

- Minimise the number of contacts a pupil has during the School day whilst maximising distancing between those in School. This will include:
  - grouping children together into 'bubbles'
  - avoiding contact between groups
  - arranging classrooms with forward facing desks
  - staff maintaining distance from children and other staff as much as possible
- Robust hand and respiratory hygiene arrangements (catch it, bin it, kill it)
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Children may not enter any building before their published arrival time
- A requirement that children and staff who are ill stay at home

We know that, unlike older children and adults, pre-prep children cannot be expected to remain apart from each other and staff; we have therefore taken this into account.

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children and staff where possible, only mix in a consistent group and that groups stay away from other people and groups.

It is equally important that Early Years settings, schools and colleges apply regular hand cleaning, hygiene and cleaning measures and handle potential cases of the virus as per the advice, so that the risk of transmission will be lowered.

## **Class group guidelines**

We will continue to group children into 'bubbles'. Consistent groups reduce the risk of transmission by limiting the number of children and staff in contact with each other.

The goal when creating groups of children is to create 'bubbles' that do not mix making it quicker and easier in the event of a positive case to identify those that need to self-isolate, and keep that number as small as possible.

To enable the School to deliver the full range of curriculum subjects and children to receive specialist teaching the groups will be as follows:

- EYFS - Nursery, Kindy and Reception
- Year 1 and Year 2
- Year 3 and Year 4
- From Monday 17th May Years 5-6 and Years 7-8 will create one bubble

## **Arrival and dismissal expectations**

### **Staggered arrival and dismissal times**

We would expect those with children at the School of different ages to bring them in and pick them up at the times of the eldest/elder and therefore younger children will be looked after.

Please note there is no parking at the front of the School due to the 'drop and go' system. Staff will collect their children from the drop-off points and take them to the pick-up points.

- Nursery and Kindy - families may park and take their children to the side door of Pre-Prep (please do not enter the building). Collection, at lunchtime and in the afternoon, is from the front door
- Reception to Year 2 - please drive up to the front door where your children will be met and taken to their classrooms; parents should not walk their child through the Pre-Prep gate. Collection is also from the front door, children will be brought to you
- Years 3 and 4 - please drop your child next to the tennis courts (on your way out of the parent car park). They will make their way past the back of the hall to the Thomas More building. They can also be collected from here
- Years 5 and 6 - please park in the middle section of the parent carpark to allow your child out, they should then make their way to the Lower where they will be met by staff. They will enter the School under the Arch and through the Refectory door. They will also be dismissed from the Lower
- Years 7 and 8 - please drop your child at the upper end of the parent car park and they will make their way across the zebra crossing, past the chapel and through the front door. They must not enter the School before 8.15am. They can be collected from the Zebra Crossing

Any children not collected at their scheduled pick up time should be collected from the front door.

<b>Drop-Off</b>	<b>8:15</b>	<b>8:30</b>
We will run a drop and go for Pre-Prep children (Kindy and Nursery parents can park in the parent car park and walk their children to the side door)		
Pre-Prep side door		Nur-Kin
Front of School	-	Rec - Year 2
Prep children to be dropped off in parent carpark and then make their way into School via:		
Thomas More from Minibus Bay	Years 3 & 4	-
Refectory Door from Lower/Arch	Years 5 & 6	-
Front Door from Zebra Crossing	Years 7 & 8	-

<b>Pick Up</b>	<b>15:00</b>	<b>15:15</b>	<b>15:30</b>	<b>16:30</b>
Front of School	Kin/Nur	Reception	Year 1 & 2	
Prep children to make their way out of School via the following exits and meet parents in the noted areas:				
Thomas More to Minibus Bay			Years 3 & 4 (Tue & Fri)	Years 3 & 4 (Mon, Wed, Thu)
Refectory Door to Lower				Years 5 & 6
Front Door to Zebra Crossing				Years 7 & 8

### **Expectations for children**

- All children are to wear their PE kit everyday
- Pre-Prep children are expected to have spare clothes in School
- All children must have a named water bottle in School
- Depending on the weather all children are expected to have a sunhat in School and to have suncream put on before leaving home (they can bring spare suncream on their first day and leave it in School)
- Prep children (Years 3-8) must have headphones/earbuds in School
- Your child is only expected to have essential equipment in School and where possible this should be left at School for the entire week

- Children will only be allowed in to the building at the assigned, staggered, start time - please keep your children with you until a member of staff is present at the specified drop off point
- In order for these arrangements to be effective, it is really important for children and parents to stick to these times
- All children will be welcomed by staff at the various entrance points. Children enter the building without parents at their assigned entrance door
- Children must sanitise their hands when entering the building
- Children must endeavour to adhere to the 1m+ rule when entering and exiting the building
- Prep children will need a pencil case, reading book and their Chromebook (Years 3-8 only)
- Children must wash their hands before entering the classroom
- Any children arriving late must enter using the front door, sign in at the School office and then go to their assigned classroom
- If a child who is late needs guidance, the School Office can be called and arrangements will be made to pick the child up at the front door
- Children will be taken to the pick-up points and when parents are there to pick up their child, the child will be released by staff

### **Expectations for parents**

- Parents should arrive at the assigned staggered start and pick-up time, it is very important to keep to these times to encourage social distancing
- Parents should drop off their children outside of the building i.e. no parent should be in School
- Parents should pick up children at the locations detailed above – please note the pick up locations may be different to drop-off

### **Expectations for staff**

- Staff may enter through various entrances
- Staff must sanitise their hands when entering the building
- Staff need to use the two metre distancing when entering and leaving the building
- A member of staff will be present at the drop off point in the morning and teachers will take the children to the pick-up points at the end of the day

### **Entering and exiting the classroom**

On the first day back children should bring all their belongings with them to the classroom, including coats, water bottle and other accessories that are weather specific e.g. sun cream.

Prep Children only (Years 3-8):

- Chromebook and charger
- Pencil case

- Reading book
- Headphones/earbuds

Lockers (Year 5-8 only) and hooks will be allocated.

## **Movement of all people in, out and throughout the building**

### **Expectations of children**

To minimise the movement around the building the children will predominantly remain in their classroom/form. The layout will be adjusted to allow for social distancing.

All movement of children around and within the building is to be structured in a way to endeavour that we adhere to the expected social distance.

Children in Pre-Prep and Years 3 to 4 will be supervised by an adult whereas children in Year 5 to 8 will be expected to be more independent and move around unsupervised.

When children are moving around the building, they need to be taught the following. These expectations must then be reinforced consistently by all staff.

They include:

- Everyone sanitises/washes hands before moving to another section of the School
- Move on the right when moving up and down the stairs and through the hallways
- To create a one way system children and staff should go up the blue stairs and down the main stairs
- Children are encouraged to distance themselves on the stairs
- Keep hands and bodies to themselves
- Use the assigned toilet and sink
- Children must wash hands after using the toilet

### **Expectations for outdoor play**

A revised break and lunch schedule has been created to limit the number on the playgrounds at one time. Staff will be on duty every break/lunch ensuring normal ratios.

- Children are expected to follow the School rules and cooperate when instructed and directed
- Children are expected to adhere to all procedures so the School can follow the guidelines for health and safety
- As per the health and safety guidelines, children must play only with their designated group
- Children who struggle to meet the new expectations may not be permitted on the playground

- Any games are at the School's discretion and will be structured to endeavour to ensure social distancing
- Children will be able to play on the playground equipment at their assigned times

## **Expectations around use of materials**

### **Classrooms and use of materials**

- Teachers will maintain the sanitising of the classroom and materials in addition to cleaning staff
- All toys must be washed daily; if they cannot be washed e.g soft toys, dressing up clothes, they must be packed away
- Children cannot bring personal toys to School

### **Toys and resources**

- A minimal number will be available each day
- All toys and resources are to be washed after School
- Soft toys, dressing up clothes and pillows/cushions/blankets are to be removed

### **Chromebooks, tablets, laptops, keyboards and mice**

- Must not be shared
- Need to be wiped several times daily with wipes
- Children must wash hands before and after use

### **Other materials**

- White boards and markers wiped down after use
- Each child will have their own pencil case from home or be allocated a set of School resources that will be theirs for the duration of this period. However, if non-allocated class pencils, pens, scissors, glue sticks, rulers etc are used they must be wiped down after use and packed away
- Other art materials - used, cleaned and then packed away
- Play dough/plasticine/clay will be changed weekly
- No sand
- Role play corners washed down daily if used
- If water play is used it must be changed daily

### **Libraries**

The Pre-Prep library will be closed to children. Instead:

- Nursery - Reception: a small selection of books will be made available daily. Once a child has read the book it is packed away and cleaned at the end of the day
- Year 1 - 2: a selection of reading books will be sent home, once read these can be returned and more will be issued. Returned books will be thoroughly cleaned



The Prep library will be open with days designated for each 'bubble'/group.

## **Teaching and learning**

### **In School**

The following procedures and guidelines have been written in line with Government guidance and provide proportionate protective measures for our children and staff whilst ensuring that all children receive a high quality education that enables them to thrive and progress.

Our full timetable will be in place but the teaching day will be designed to limit the movement and contact of staff and children throughout the building. As such most lessons will take place in the main classroom/form room (in the Prep department children will move for science, music, art/DT, drama and sport).

Teachers and other staff in the Prep Department will operate across different classes and year groups in order to facilitate our full timetable. These staff will keep their distance from children and other staff as much as they can, ideally 2 metres. As this is not possible in the Pre-Prep department, groups will have designated staff and any other specialist staff will be kept to a minimum.

### **Homework**

Formal homework will resume for the summer term.

### **Music**

Special arrangements will be in place for individual music lessons including moving them to larger rooms where we can provide distance between children and teacher. Transparent screens will be erected.

Individual music teachers will teach pupils sequentially in their groups by class. Between each group, there will be a gap to allow full disinfection and cleaning. In some cases, a different room will be used. Children will only use their own instruments except for pianos and guitars. In the latter cases, the instruments will be fully disinfected between every lesson. Children will be provided with music cases, pencils and erasers.

Ensemble rehearsals will take place in a limited way, socially distanced; where brass and woodwind are concerned, teachers will instruct pupils to keep the volume down in accordance with the latest guidance which clearly indicates this can be as safe as lessons where there is 'normal' speaking. All players will face the same way to avoid face-to-face contact; the positioning of each performer will be adjusted to allow maximum distance between them. Maximum ensemble size has been fixed at 15 and only the Chapel will be used. Windows will be kept open whenever this is possible.

We will avoid large gatherings such as assemblies with more than one group.

- to ensure proper ventilation, windows will remain open throughout the duration of the day
- weather dependant, some lessons may take place outside
- in class music lessons and where possible, shared instruments will be cleaned between groups.

## Science

- to ensure proper ventilation, windows of the lab will remain open throughout the duration of the day
- weather dependant, some lessons/experiments may take place outside
- practical activities, as far as possible; will be conducted as demonstrations by the teacher and observed by pupils from a distance
- where the above is not possible and pupils conduct practical tasks themselves, all glassware will be washed appropriately at a high temperature and plastics disinfected after use

## Art/DT

- to ensure proper ventilation, windows/doors will remain open throughout the duration of the day
- where possible, resources will be cleaned between groups. Where this is not possible, resources will be taken out of circulation for 72 hours before being used by children in a different group
- each group will have their own aprons

## Sport

Children will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and sports will be conducted within the guidelines set out by each sport's professional body and the IAPS (independent Association of Prep Schools).

Fixtures against other schools will restart for all of the Prep Department.

In their summer term Prep games lessons, girls and boys will be participating in cricket and athletics. In PE lessons the children will be focusing on swimming in the Barrow Hills pool.

In Pre-Prep Years 1 and 2 will be playing cricket in games as well as swimming. Reception will have athletics in PE as well as swimming. Nursery and Kindy will be having mini athletics in PE.

Please ensure that your child has the correct kit with them on return to school. All pupils will need their own, named, water bottle for sports lessons. As and when required a School cap and sun cream is also recommended.

The kit list for the summer term is:

<b>Girls</b>	<b>Boys</b>
<ul style="list-style-type: none"><li>• Trainers</li><li>• A water bottle</li><li>• Barrow Hills PE top</li><li>• White socks</li><li>• Barrow Hills blue skort</li><li>• House top (to change into if it has been raining)</li><li>• Navy base layers (recommended to keep your child warm whilst playing)</li><li>• Barrow Hills hoodie</li><li>• Barrow Hills tracksuit trousers</li></ul>	<ul style="list-style-type: none"><li>• Trainers</li><li>• A water bottle</li><li>• Barrow Hills PE top</li><li>• White socks</li><li>• Barrow Hills blue shorts</li><li>• House top (to change into if it has been raining)</li><li>• Navy base layers (recommended to keep your child warm whilst playing)</li><li>• Barrow Hills hoodie</li><li>• Barrow Hills tracksuit trousers</li></ul>

	<ul style="list-style-type: none"> <li>● Box and box pants (Y5-8 only)</li> </ul> <p>Optional:</p> <ul style="list-style-type: none"> <li>● Plain cricket whites</li> <li>● Cricket shoes - rubber spikes only</li> <li>● Cricket bat</li> <li>● Cricket pads, gloves, helmet</li> <li>● Cricket bag</li> </ul>
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Games and PE lessons will continue as planned regardless of rain. Therefore please ensure all children have their house shirt in school to change into if their games kit is wet.

### **Distance Learning**

Depending on which year groups/bubble(s) are required to remain at home or to self-isolate, we will have a variety of knock-on effects in terms of staffing, and this will in turn affect the detail of what we are able to provide.

Learning for Years 1 - 8 will be provided through Google Classroom with EYFS (Reception, Kindy and Nursery) through Tapestry.

We will update parents with further information on distance learning as and when required. This information will also be available on the policies page of the School website or on the BH@Home page.

### **Behavioural expectations**

Attendance is mandatory, except where statutory exemptions apply. The School therefore expects parents or carers to inform us if a child is unable to attend with the reason.

It is important that children understand and follow School rules with a greater degree of independence. Unfortunately, children who persistently cannot meet the new expectations will not be permitted to stay at School.

Staff will monitor the emotional well-being of children. Parents are also asked to share any concerns with their child's class/form teacher.

We will be particularly aware of the following situations and issues:

- Reluctant children\*
- Social / emotional concerns including new concerns because of new class, group, teacher, environment, friendships
- Behaviour / disciplinary issues
- General academic concerns
- Late and absent children
- Child protection issues

\*children who are not agreeable to coming to School, who have difficulty separating from parents, who refuse to enter the building, who make excuses during the day to be sent home

<b>Concern</b>	<b>Response</b>
Reluctant children	Staff will make reasonable efforts to encourage children to enter and stay in School. Children who are not able to cooperate easily may need to be taken home.
Social & emotional issues	Staff will report children of concern to the Form Teacher and Mr Crisell (DSL and pastoral head). Some of the support offered may be provided remotely.
Behaviour & disciplinary issues	There is an enhanced expectation for children to follow School rules, group/classroom agreements and cooperate when instructed and directed. Children are also expected to adhere to the new hygiene and distancing procedures so the School can follow the guidelines for health and safety. Children who can't meet the new expectations may not be permitted to stay with their class/group. Staff should immediately contact the member of SMT on duty and the child will be taken to another room. Next steps will be determined on a case by case basis.
General academic concerns	Staff will pass on any academic concerns to the relevant subject teacher and the form tutor, who will, if needed, seek input from the Director of Teaching and Learning. Next steps will be determined and put in place.
Late & absent children	Regular recording of attendance and lateness will continue. Parents will be contacted if attendance is a concern.
Child Protection issues	The same child protection procedures are in place. Staff should inform the DSL immediately.

## **Health and safety guidelines**

Please ensure that your child has the necessary uniform for the weather e.g. or sunhat (this will include sunscreen).

### **Sickness**

- Children and staff who show any signs of illness may not attend School
  - high temperature
  - new, continuous cough
  - loss or change to sense of smell or taste
- Please do NOT send your child to School if they are showing any symptoms of illness which could be passed onto another child or adult
- Children and staff are not to be in School if they show any coronavirus related symptoms, they should follow the [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), which sets out that they must self-isolate for at least 10 days and should arrange to have a [test](#). Other members of the household (including any siblings) should also self-isolate for 10 days from when the symptomatic person displayed symptoms

- Anyone can [apply](#) for testing if they display symptoms of coronavirus
- Regardless of the result of the test the School should be informed
- If the test is negative you can stop self isolating, along with other members of the household. However, you could still have a virus and therefore it is best to avoid contact with other people until better
- Where the child or staff member tests positive they must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to School only if they do not have symptoms other than cough or loss of smell/taste (these can last for several weeks once the infection has gone). The 10 day period starts from the day when they first became ill. Please continue to self-isolate until their temperature returns to normal. Other members of the household (including any siblings) should also continue to self-isolate for the full 10 days
- In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic school staff or pupils is delayed, the school will implement the current policy on self-isolation in line with public health guidance. This means that symptomatic staff or pupils and household members will be asked to self-isolate in their homes for 10 days.
- Where the child or staff member tests positive the School will contact the dedicated advice service. This team will also contact the School directly if they become aware that someone who has tested positive attended the School - as identified by NHS Test and Trace
- The advice service (or PHE local health protection team if escalated) will conduct a rapid Risk Assessment to confirm who has been in close contact with the person during the period they were infectious, and ensure they are asked to self-isolate
- The advice service (or PHE local health protection team if escalated) will work with the School to guide them through the actions they need to take and will provide definitive advice on who should be sent home. Based on the advice the School must send home those people who have been in close contact with the person who has tested positive
- Children who show signs of illness or have a temperature of 37.8 C or higher will be sent home from School. The School office will phone the parent/carer to arrange immediate pick up of the sick child
- If a person who has been at School is confirmed (or suspected) to be infected with COVID-19, the School must be informed of it in order to inform the people with whom they have been in close contact
- If you suspect someone in your house has COVID-19, stay at home out of caution but isolate yourself from the ill person. Contact your doctor and ask to have the ill person tested. If it is confirmed that it is not COVID-19, the child or staff member can return to School. Please keep the School updated at all times

### **Respiratory hygiene**

- Promoting catch it, bin it, kill it approach

- Avoid touching your mouth, eyes and nose
- Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand
- Dispose of tissues into a bin and immediately clean your hands with soap and water or use a hand sanitiser

### **Social distancing**

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. It is public health advice that staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but in particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.

For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.

When staff or children cannot maintain distancing, particularly our younger children, the risk can also be reduced by keeping pupils in the smaller groups described above.

As a School we will make small adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.

Groups will be kept apart, meaning that we will avoid large gatherings such as assemblies with more than one group and movement around the school will be kept to a minimum. To enable us to do this children will remain in their classroom/form room for most lessons i.e. the teacher will come to them (children in the Prep department will move for science, music, art/DT and sport).

While passing briefly in the corridor or playground is low risk, the School will avoid creating busy corridors, entrances and exits by having a one-way system and designating entrances/exits for all groups.

### **How to keep your distance as an adult**

In addition to following the guidelines for moving around the building, please use the following:

- Staff are welcome to use the following entrances to enter and exit the building: main door, staff door, Refectory door
- Staff must wipe down their Chromebook, laptop, computer, tablet, keyboard, mouse, etc. several times a day
- When working in the same room, adhere to the two metre distance guidelines, spread out in meeting rooms and wash hands before entering the room and after leaving the room
- Staff rooms

- o A trolley will be set up in GR202 for those teaching staff and support staff working on the top floor
- o The main staff room will primarily be a work area; it is only to be used for refreshments by those teaching staff based on the middle floor, maintenance staff and grounds staff
- o A trolley will be set up in GR001 for Pre-Prep staff and those support staff working on the ground floor
- o Those staff working in the Thomas More will have their own refreshment facilities

### **Cleaning of the building**

- Hand sanitiser will be placed inside each building entry door and will be available in each classroom/office
- Banisters, door handles, light switches, etc. will be cleaned throughout the day
- Toilets and sinks will be cleaned regularly throughout the day

### **Daily routines**

Daily routines to be done during break/lunch

- Clean tabletops, door handles and other surfaces that are frequently touched by using the cleaning spray and one-use cloth provided
- Let the disinfection solution sit for 30 seconds and wipe the surface dry with paper towels if still wet
- Before and after lunch if children are eating in the classroom:
  - o Before the children can eat wash the tabletop with a damp disposable cloth and plain water
  - o After lunch wash the table top again with the damp cloth to remove food waste, followed by another round of spray disinfectant to remove virus/bacteria
- Wipes are only for computers, Chromebooks, laptops, keyboard and mice and should be cleaned by the teacher up to Year 4 and by the children in Years 5 to 8.

Note: Please do NOT throw away the spray bottles when empty, we have plenty of the liquid in 5 litre bottles. Spray bottles can be refilled in the Medical Room.

### **Toilets/Washrooms**

Children and staff will be expected to only use the areas allocated to them

- Nursery/Kindy
  - o Handwashing - in central EYFS area
  - o Normal EYFS toilets
- Reception children along with their allocated staff
- Handwashing - sinks in their classrooms
  - o Normal EYFS toilets

- Years 1 and 2 children along with their allocated staff
  - Year 1 has a hand basin in their cloak room
  - Girls - Year 2 girls' toilet, middle floor
  - Boys - Year 2 boys' washroom, middle floor (handwashing only) and boys' toilet at Priest Wing end of the middle floor corridor
  - Normal EYFS toilets
- Years 3 and 4 children and staff will be based in the Thomas More and use the toilets located in the building
- Years 5 to 8 children along with their allocated staff
  - Girls - Girls' toilet in Priest Wing
  - Boys - Years 7-8 boys' toilet on top floor and Year 5-6 boys the music room toilets
  - Boys and girls can also use science and music toilets when using adjoining classrooms at break times
  - Staff - Staff toilets on middle floor
- All other staff will use the visitors toilets on the ground floor of Great Roke

### **Catering**

We ask that only store bought birthday cakes are sent in by parents for birthdays. No other food should be sent in.

### **Break and Lunch**

The School is working with Holroyd Howe to ensure that we provide a nutritional menu including a hot lunch. All children will eat their snacks and lunch in their groups. We will make use of the outdoor space when the weather allows.

Please ensure that each child has a named water bottle in School.

Children and staff are expected to follow these guidelines:

- All children and staff sanitise/wash their hands before eating snack or lunch
- Snack and lunch will be supervised by staff
- Staff use the provided disinfectant and paper towels to thoroughly clean the tables before and after the children have eaten

### **After School club/study**

We ask that no snack bags are sent into the school. We will continue to provide a snack for any child staying until 5pm, after this any child booked in will be provided with a larger hot tea.

Bookings for the Pre-Prep after School club or the Prep after School study can be made via the [google form](#).



## **Transport**

Our dedicated school transport i.e. the service we provide to carry children to and from school, will continue as long as it is required by our parents.

- children will be grouped together to reflect the groups within school
- use of hand sanitiser upon boarding and disembarking
- additional cleaning of vehicles
- organised queuing and boarding/exiting
- distancing within vehicles wherever possible
- children must wear face coverings in mixed bubble groups

## **Educational visits**

When allowed any trip or visit will be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. As usual we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment we will consider what control measures need to be used, including whether it is possible to socially distance at the venue.

## **Extra curricular provision**

### **Wrap-around care**

We will not be reinstating breakfast club whilst COVID-19 protocols remain in place. This will be reviewed for September 2021.

After School club/study for Pre-Prep and Prep will be provided. These clubs will include mixed groups therefore, to aid with social distancing and increased cleaning the Prep club will be held in the Refectory.

We ask that you do not send in any snack bags. Pre-Prep children staying on after School will be provided with a snack at 3.30pm.

We will provide a 'tea' for all children staying past 5pm.

So that we can cater for these children a booking sheet will be sent to all parents in the form of a [google form](#).

### **After school activities**

Part of the Government guidelines asks that schools advise parents to limit the number of different wraparound providers they access, as far as possible.

We continue to work with the activity leaders for Adventure Club/Forest School, Magic, Ballet, LAMDA, Musical Theatre, Tennis and Tap and Modern. The individual activity leaders will be in touch with you separately to communicate a start date for the summer term.

We will seek assurance from all our activity leaders that they undertake their own protective measures, and only use those providers that have demonstrated this are allowed to run activities.

### **Lunch time activities**

These will restart for the summer term ensuring that we adhere to the guidelines on mixed groups.

## Face coverings

From 17 May, new advice applies to the use of face coverings by staff and secondary age pupils in schools and further education in England. This advice is in line with Step 3 of the roadmap.

From 17 May face coverings will no longer be recommended for secondary age pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms.

In all schools the guidelines continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).

We will therefore adopt these new guidelines from 17th May and our secondary age children will no longer be required to wear face coverings in school. Please note that we still recommend face coverings are worn by children catching our bus to or from school.

The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.

Children in Year 6 and below do not need to wear a face covering.

In Pre-Prep, we recommend that face coverings should be worn by staff in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).

Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

These measures will be in place until at least **21st June**. As with all measures, we will keep it under review and update guidance at that point.

## Lateral Flow Device (LFD) home tests

The government has confirmed that all secondary school age children and all staff will have access to twice-weekly rapid coronavirus testing at home (for our Years 7-8 children after their initial three tests in School), known as 'lateral flow tests'. The 'lateral flow' tests are quick and easy using a swab of your nose and throat.

After a positive LFD test a Polymerase Chain Reaction (PCR) test is required.

Along with the other protective measures we are taking, these tests will help staff and children to remain in school safely.

Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spreading and help to keep our school open as safely as possible. The test is voluntary and free of charge.

To reach this stage, the test has been tested at Public Health England's research laboratories in partnership with Oxford University and is totally safe with a 99.68% specificity. The tests have lower sensitivity, but they are better at picking up cases when a person has higher viral load, hence the need to test frequently.

### **COVID-19 Testing Privacy Statement - Ownership of the Personal Data**

To enable the Covid-19 testing to be completed at Barrow Hills, we need to process personal data for staff and children taking part, including sharing of personal data where we have a legal obligation. Barrow Hills School is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school to ensure we meet our public health and safeguarding legal obligations. All data is processed under Section 3 of the Non-Maintained Schools Regulations 1999 for non-maintained schools. Data Controllorship is then passed to the Department for Health and Social Care (DHSC) at the point that we transfer data to them.

Please see the full COVID-19 testing privacy statement on the Policies page of our website.

### **Contingency planning for outbreaks**

The contingency framework is a set of guiding principles designed to help decision makers when they are considering plans to apply, tighten or relax restrictions to education and childcare.

Any restrictions on education are always a last resort and should only be initiated following a ministerial decision. This framework is separate to the processes in place for managing outbreaks and operational challenges.

### **Easing and tightening of restrictions in education and childcare**

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the coronavirus (COVID-19) pandemic.

If there is extremely high prevalence of coronavirus (COVID-19) and existing measures have failed to reduce community transmission, restrictions affecting education and childcare may be necessary as a last resort to reduce the overall number of social contacts in our communities and help protect the NHS.

Restrictions may also be necessary to help minimise the impact from new variants of the virus.

Any decision that attendance at education or childcare settings should be restricted will not be taken lightly. These will be ministerial decisions made on an area-by-area basis in the light of all available evidence, public health advice and local and national circumstances.

Any restrictions will be kept under review and should be lifted as soon as the public health and scientific advice says it is appropriate to do so.

The purpose of restrictions in education and childcare is to reduce the number of contacts that all of us have with people in other households. Restrictions of this kind will be used to address operational challenges, including staff shortages.

Whole setting closure will not generally be necessary. Such closures will only be considered on the advice of local health protection teams or the Regional Director of Public Health.

The framework set out in this section describes the range of measures that may be advised across different sectors. The exact nature of the restrictions that should be imposed will depend on the scientific and public health advice. Detailed operational guidance will be published when restrictions are advised.

### **Early years settings**

The default position for early years settings is to allow all children to attend.

If attendance needs to be limited in early years settings, DfE may advise that only vulnerable children and children of critical workers should be allowed to attend. DfE will advise when children should be permitted to return.

### **Primary schools**

The default position for primary schools (including reception classes) is to allow all pupils to attend.

If attendance needs to be limited in primary schools, DfE may advise:

- that primary schools only allow vulnerable children, children of critical workers, children in reception, year 1 and year 2 to attend; or
- that primary schools only allow vulnerable children and children of critical workers to attend

In these circumstances, high-quality remote education should be provided for all other pupils.

Where it is appropriate to increase attendance, DfE may advise that those groups listed above should be prioritised for return.

### **Middle schools**

Middle schools (with some primary and secondary year groups) may need to adopt a combined approach depending on the restrictions in primary and secondary schools in the local area. High-quality remote education should be provided for all pupils who are not attending.

### **Department for Education coronavirus (COVID-19) helpline**

The Department for Education coronavirus (COVID-19) helpline is available to answer questions about coronavirus (COVID-19) relating to education and children's social care. Staff, parents and young people can contact this helpline by calling:

Phone: 0800 046 8687

Opening hours: Monday to Friday from 8am to 6pm and Saturday and Sunday from 10am to 4pm