



**Return to School – September 2020**

**Guidance and Details for Parents**

## Summary of key features

- The Reception Department & Junior School buildings will operate as an island separate from the SS and MS buildings
- Each class will operate as a separate 'bubble'
- Each class group will have a room base and teachers will move between classrooms to teach as required
- The movement of pupils around the separated school buildings will be limited
- PPE can be worn if a member of staff or pupil wishes
- Break times will be on a form / class rota basis to ensure social distancing and provide sufficient time spent outside or in designated break-areas in the school buildings
- There will be no physical assemblies or group meetings; online assemblies and meetings will take place instead
- There will be no school lunches; packed lunches will be required
- There will be no after school activities until at least half term
- School uniform is to be worn and we will start the term with summer uniform which can be either the new polo shirt, a grey aertex shirt or a long sleeved grey shirt without a tie.

## Ensuring a Safe Environment

### Risk Assessments

Complying with the legal requirement to revisit and update the school's risk assessments (building on the learning to date in relation to pandemic H&S requirements and the successful practices we have already developed), we continue to consider the additional risks and control measures to enable a return to full capacity in the Autumn Term. This has included reviewing and updating our wider risk assessments and considering the need for relevant revised controls in respect of our conventional risk profile considering the implications of coronavirus (Covid-19). We have also undertaken a review of our procedures with an external consultant. We are confident that we are able to implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the Covid-19 risk to the lowest reasonably practicable level as we deliver a broad and balanced curriculum to our boys.

### System of controls

This is the set of actions we will take, grouped into '**prevention**' and '**response to any infection**' as outlined in more detail in the sections below.

## **Prevention**

### **Key Points**

- 1) We will minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend school
- 2) We will promote clean hands through washing thoroughly and sanitising more often than usual
- 3) We will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Enhanced cleaning, including cleaning frequently touched surfaces will be undertaken often, using detergents and bleach
- 5) Contact between individuals will be minimised and physical distancing maintained wherever possible
- 6) Where necessary, appropriate personal protective equipment will be worn (PPE)

Numbers 1 to 4 will be in place in all sections of the school, all the time.

Number 5 has been properly considered according to context; each section of the school will put in place measures that suit its particular circumstances.

Number 6 applies in specific circumstances.

### **Returning from abroad**

Individuals must not come to school if they have returned from a country within the last 14 days, from which self-isolation upon return to the UK is required. It is the parents' responsibility to inform us if their son needs to quarantine or self-isolate before or during term time.

Currently, under public health measures imposed at the border, an individual must continue to isolate for 14 days even if they take a test and receive a negative result.

### **Physical distancing during the school day**

Adults and pupils will be kept physically distanced as much as possible in teaching and learning situations; this will be effected through keeping consistent groups of children and adults separate in class 'bubbles'. Adults will maintain 2 metre distance from each other, and from children whenever circumstances allow and in particular, they will avoid close face to face contact and minimise time spent within 1 metre of anyone.

The Reception Department & Junior School buildings will operate as 'islands' separate from the SS and MS buildings; adults and boys will not cross between the buildings, thus creating a

buffer between the pupil groups. A few adults may have contact with pupils across the school but this will take place outside.

Movement of pupils around the separate school buildings will also be limited; the teachers will move between classrooms to teach specialist subjects, minimising the movement of pupils. Traffic will follow a one-way flow up and down stairs and through buildings; bottlenecks in corridors, entrances and exits will be avoided.

Break times will be on a form / class rota basis to ensure social distancing and provide sufficient time spent outside or in designated break-areas in the school buildings.

To reduce movement around the school at break times and between lessons, there will be no access to the locker room in the SS. SS pupils will use the lockers in their base classrooms. MS pupils will have controlled access to their locker room.

There can be no sharing of class text books or equipment; SS and MS boys must bring their own pens, pencils, calculators etc. and must not share them with each other.

We will not hold large gatherings such as assemblies or collective worship with more than one group; larger group meetings will be held online in classrooms.

### **Access to school buildings**

We are very aware that modifications will be required in terms of our normal 'open door' approach. For the foreseeable future we must restrict physical access to the school to staff and pupils. We ask that parents do not enter the school without prior arrangement. If you need to contact a member of staff, please phone the school office or email the staff member directly. We will be able to speak on the phone or arrange an online meeting.

Any visitors, contractors and suppliers will be actively discouraged from coming into the school buildings, but in the case of emergency, they will be required to:

- Confirm that they do not have any symptoms of Covid-19. We will refuse entry to any individual displaying Covid-19 symptoms, or having tested positive in at least the last 10 days
- Wash their hands with soap and water for at least 20 seconds or use the alcohol gel provided
- Maintain good respiratory hygiene practices, 'catch it, bin it, kill it'
- Follow social distancing guidelines at all times while on site
- Give their contact details (and permission to store) to facilitate Test and Trace if necessary
- Wear a face covering

### **Methods of travelling to school**

Walking, scooting, cycling or travelling by car are all encouraged as means of travelling to school, but we appreciate that some families will need to use public transport. In this case, face coverings must be worn and the appropriate distance maintained from other travellers

whilst on the journey. Upon arrival, boys' face coverings may be removed and stored appropriately and they will be required to wash and sanitise their hands.

Pupils and parents must not gather at the school entrances but instead should plan to arrive at the appropriate drop off/pick up points at the correct times. 2 metre distance markers are set out at the entry points to school, indicating a safe distance at which to keep apart.

### **Educational Trips**

The government continues to advise against UK overnight and overseas educational visits. Although the government guidance permits schools to resume local educational trips, The Hall will take a cautious approach and not undertake any at least for the first half of term. After half term the school will risk assess each proposed trip on a case-by-case basis if it is deemed appropriate.

### **Clubs & Activities**

The principle of keeping physical distance between classes, minimising visitors and our aim to prioritise academic content of lessons over this autumn term mean that our traditional cross-year group after school clubs will not take place. We will re-evaluate whether clubs can go ahead in the longer term as soon as the government's advice on social distancing allows us to do so.

### **Lunch Arrangements**

Boys will be asked to bring a packed lunch to school and this will be eaten under supervision in their form rooms.

Unfortunately we are not able to offer a school lunch as our kitchens cannot operate the 2 metre distancing for staff and there is not enough time within the timetable, nor adequate space to arrange socially distanced sittings for pupils. As soon as the government guidance allows us to we will return to providing lunches again.

## **Response to any infection**

### **Key Points**

- 1) We will engage with the NHS Test and Trace process
- 2) Confirmed cases of Covid-19 will be managed amongst the school community
- 3) We will contain any outbreak by following local health protection team advice

Numbers 1 to 3 will be followed in every case where they are relevant.

## What are everyone's responsibilities if an individual begins to display Covid-19 symptoms?

### Suspected Case Outside School

Staff members and parents/carers need to understand that they must be ready and willing to:

- Stay at home and [book a test](#) if they or their child are displaying symptoms. All children can be tested, including children under 5 years, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they test 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, or if anyone in their household develops symptoms of Covid-19.

Anyone who displays symptoms of Covid-19 should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119.

The school will ask parents and staff to inform them immediately of the results of a test.

One of two scenarios will then ensue:-

- if someone tests negative, if they feel well and no longer have symptoms similar to Covid-19, they can stop self-isolating and return to school upon showing of a negative test result. It should be remembered that 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 stop self-isolating.
- if someone **tests positive**, they must follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and 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 sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

### Suspected Case in School

If a boy or staff member begins to display symptoms compatible with Covid-19 whilst at school they will be sent home immediately. Symptoms include high temperature, new persistent cough, a loss of smell or taste, stomach cramps and diarrhoea. They will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.

Staff caring for pupils with suspected Covid-19 will wear personal protective equipment (PPE).

The school will follow guidance from Public Health England (PHE) and NHS and will liaise directly PHE North East and North Central London Health Protection Team

The school will follow Test and Trace in terms of wider isolation guidance in all cases. The School will immediately notify the above team in the event of a positive result.

### **Contingency planning for another lockdown (local or national)**

Physical distancing measures and operating as 'islands' and in class 'bubbles' will help to reduce the number of people who could be asked to isolate should someone in a group become ill with Covid-19; hopefully it will be possible for pupils outside of the affected bubble to continue attending school.

However, if we do become aware that someone who has attended school has tested positive for Covid-19, we will contact the North London Health Protection Team which will guide us through the actions we need to take. Based on this advice, the school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Remote Learning will be provided for any pupil who is unable to attend school while isolating.

## **Structure of the Day**

### **Junior School Information**

#### **Start of the Day**

**Reception** – Enter though 2 Buckland Crescent. Each class at time slot provided

08.15 – 08.25 RH

08.25 – 08.35 RL

08.35 – 08.45 ROH

#### **Year 1 8.00am – 8.10am**

1M – Belsize Park, 1K Buckland Crescent (Playground gate), 1C Buckland Crescent (main entrance)

#### **Year 2 8.10am – 8.20am**

2LB Belsize Park, 2B Buckland Crescent (Playground gate), 2T Buckland Crescent (main entrance)

#### **Year 3 8.20am – 8.30am**

3P – Belsize Park, 3M Buckland Crescent (Playground gate), 3B Buckland Crescent (main entrance)

## **End of the Day**

### **Reception**

2.30pm – 2.40pm RH

2.40pm – 2.50pm RL

2.50pm – 3.00pm ROH

Collection from Reception front door Buckland Crescent

### **Year 1**

3.00pm – 3.10pm. 1M – Belsize Park, 1K Buckland Crescent (Playground gate), 1C Buckland Crescent (main entrance)

### **Year 2**

3.10pm – 3.20pm. – 2LB Belsize Park, 2B Buckland Crescent (Playground gate), 2T Buckland Crescent (main entrance)

### **Year 3**

3.20pm – 3.30pm. 3P – Belsize Park, 3M Buckland Crescent (Playground gate), 3B Buckland Crescent (main entrance)

## **Class Structure**

Reception to Year 3 will be taught in classes based in a classroom

## **Assemblies**

Streamed live to the classroom or pre-recorded.

Monday – Mr Dobson

Tuesday – Mr Godwin

Wednesday - Circle Time / Well-being

Thursday - Mrs Bonham-Carter

Friday – Mr Dobson

## **Breaktimes / Lunchtimes**

Break and lunch times in the playground will continue as normal, with one whole year group only being outside, in specifically designated separate spaces for each class. There will no longer be a mixed break with other year groups. Lunch will be eaten in the class base room with the class teacher.

## **Music Provision**

Timetabled Class Music lessons will take place in the class base rooms throughout the week. Junior School individual instrument lessons will be delivered by teachers remotely, out of school hours. Your son's instrumental teacher will contact you to organise a suitable lesson

time. The timetable of each instrumental teacher will be very busy so we would respectfully ask you for understanding and flexibility in setting up lesson times. For safeguarding reasons, an adult must be present at the start of the remote lesson and within ear shot for the entire lesson. Teachers have found that lessons are more productive when an adult sits with their child for the lesson.

### **Games Provision**

Games for the JS will run as normal, as boys do not play fixtures against other schools yet and their games lessons are always with their own year groups outside. The Y3 boys who travel up to Wilf Slack, will do so in their own class minibuses or within coaches with adequate space for social distancing during the journey.

## **Middle School and Senior School Information**

### **Start of the Day**

#### **Middle School**

8.00-8.15 Year 4

8.15-8.30 Year 5

One entrance via MS glass doors. Boys go directly to classrooms.

#### **Senior School**

08.00 - 08.10 – Year 6 Glass Doors

08.10 – 08.20 – Year 7 Main Entrance

08.20 – 08.30 – Year 8 North Passageway

Boys go directly to their classrooms

### **End of the Day**

#### **Middle School**

Mon/Weds/Fri

Year 4 exit through far glass doors of dining room

Year 5 exit glass doors of MS

Games days – as above with collection available from Wilf Slack

#### **Senior School**

Tuesday, Thursday and Friday

15.55 – 16.05 – Year 6 Glass Doors

15.55 – 16.05 – Year 7 Main Entrance

16.00 – 16.10 – Year 8 North Passageway

Games days – as above with collection available from Wilf Slack

### **Breaktimes / Lunchtimes**

A range of outdoor and indoor areas will be available on a rota basis for each class group in the MS and SS.

### **Allocated Classrooms**

Year 4 and Year 5 as normal.

Year 6 – 6D – French Room – 27 6L – French Room – 28 6W - Science Lab - 33

Year 7 – 7C – Maths Room – 32 7G – Maths Room – 31 7S – History Room – 3

Year 8 – 8E Classics – 24 8N Geography Room – 39 8S Classics – 26 8W English Room - 19

### **Individual Instrumental Music Lessons**

Peripatetic music teachers will teach via a remote link to boys based in an individual school music practice room.

Most music lessons will go ahead but we will be reviewing options for singing and wind instruments as more guidance is issued by the authorities. Our new Director of Music Luisa Rosina will be in contact with further arrangements.

### **Games Provision**

SS & MS afternoon games and PE will remain in the curriculum, albeit with some elements of PE being taught in classrooms.

Although a full fixture list has been prepared there will be no inter-school fixtures initially but normal coaching sessions will be taking place. It is anticipated that further guidance will be provided shortly by Independent Schools Football Association (ISFA) in relation to competitive football in a school setting.

Transport to games will be by coach, with two classes sharing a coach, socially distanced from each other by a designated gap between the groups. Additional vehicles will be provided to reduce the number of pupils in each.

Boys will be required to come to school in their football kit and tracksuit on a games day.