



Bancroft's

Return to School Information for Parents and Pupils

September 2020

Please note this guidance will be regularly reviewed
and may be subject to change at short notice

Information for all parents and pupils

These measures have been drawn up in line with guidance issued by the UK government and other organisations involved in supporting schools. These measures are continually under review and will be adapted to respond to government updates and our own situation in school.

Our aims are:

- To minimise the risk of transmission of the virus to protect our community of pupils and staff and their households
- To protect the wellbeing of both pupils and staff
- To prioritise pupils' academic progress in all their subjects
- To ensure a varied overall educational experience and provide a co-curriculum where possible

General measures:

- Establishment of a Covid-19 Management Group who will meet twice weekly initially to oversee the School's measures and enable rapid responses to the situation
- Monitoring of all government guidance and adherence to the advice of public health bodies as appropriate
- Governor oversight and approval of the measures taken
- Regular consultation with all stakeholders to ensure that issues can be responded to promptly

Health and Safety Measures:

To prepare the site

- Deep Cleaning of all areas prior to term starting
- Additional handwashing and sanitising facilities have been installed at entrances to the site
- Additional cleaning and sanitising of touch points around the school will be carried out throughout the school day
- Hand sanitising stations have been installed around the site and will be checked and refilled regularly
- Increased signage has been installed with safety reminders
- One-way system around the site explored in some areas to reduce traffic
- Screens in place for reception and some office staff on request

Classrooms

- Desks rearranged to all face forward where possible
- Doorstops provided and windows checked for opening to provide ventilation

- All classrooms will be provided with cleaning spray to apply before or at the end of lessons under the supervision of teachers
- All classrooms will have been decluttered prior to the start of term
- Classrooms equipped to enable teachers to fulfil blended learning in the event of a lockdown for one bubble but not others

Staff and pupils

- All staff trained in new measures prior to the start of term; sessions will consider first aid (covid measures), health and safety measures and pedagogy in the classroom
- All pupils will have time on the first day of term (September 7th) to be inducted in new procedures (start of term arrangements to follow with detailed timings for individual year groups). Thirds pupils have an induction day on September 4th.
- Posters will be deployed around school to remind staff and pupils of measures
- **All staff and pupils to ensure they bring a face covering and hand sanitiser to school each day to keep on their person and use when requested. Sanitiser must be for personal use only and not shared. They should bring a sealable plastic bag to keep their face covering in between uses.**
- **All pupils should wear face coverings as they move between lessons in corridors. They are not expected to wear one at lunch or break; this will be reviewed as movement is monitored over the first week.**
- **Staff and pupils must remove their face coverings on access to the school if travelling to school using public transport. The face covering must be retained with the person and a second face covering used whilst in school**
- Staff may choose to wear a face covering if they wish, but are advised to if they are sitting in a communal indoor area (e.g. SCR) for more than 15 minutes, unless they are eating or drinking
- Spare face coverings available at reception (responsibility for their correct fitment and maintenance remains with the staff member/child)
- Visors available for teaching staff on request
- Perspex "sneeze screens" for staff desks available at request
- **Staff may request pupils to wear their face covering in class and pupils should respectfully comply** (unless pupil is exempt from wearing a face covering – this must be discussed with the school nurse and communicated in advance of term beginning on September 7th)

Social distancing

- All staff are to follow social distancing guidelines at all times and ensure they do not spend more than 15 minutes within 2m of any other staff or pupils (or 1m if wearing PPE). This is to ensure that staff do not need to be sent home if a pupil or colleague has a positive test result or if a bubble has an outbreak and is required to self-isolate.

Academic Measures:

- Our normal lesson timetable and rooming will be followed (please note the new school day with a change from 8 lessons a day to 6 50-minute lessons a day as advised last term)
- Some lessons will finish five minutes earlier or later at certain points of the day to aid staggered lunches/departures (see separate lunch arrangements and end of day timings)
- Teachers can choose to ask pupils to submit work via teams or online via firefly to aid a reduction in passing books between teachers and pupils
- Departments will be assessing gaps in pupils learning post-lockdown and will arrange any necessary catch-up
- Practical subjects have completed risk assessments agreed by the Health and Safety officer (the Bursar) and are ensuring that equipment is not shared without being sanitised between bubbles
- Plan in place to respond to local or wider lockdown and the need to revert to remote learning across the school or for a particular bubble
- Sixth Form allowed to leave early if no lessons (must arrive for AM registration – under review) – must sign out at reception

Co-curricular Measures:

Drama:

- Productions and activities will be rehearsed and performed in year group bubbles or online
- LAMDA lessons can take place in socially distanced spaces in person also in bubbles

Music

- Individual music lessons can take place in person with protective measures in place (screens and ventilation)
- Any rehearsals/ensembles will be in year group bubbles
- No choirs or brass/wind ensembles under current guidance

NB Further government guidance on music is promised and we will update these measures in response

Sport and fixtures

- Summer sports played until October half term
- All sports played in year group bubbles
- No external fixtures until further notice
- **Pupils to wear PE kit to school on days when they have PE or Games initially to reduce cleaning needs for changing rooms.**

Trips

- Trips out of school will not be taking place until further notice, kept under review by the Assistant Head (Co-curriculum). Any exception for curriculum purposes will be risk assessed in light of covid-19 measures and agreed with the Senior Deputy Head
- Residential trips not permitted for the Autumn Term (decision taken soon re: Spring Term)
- Activities and clubs to be run in year group bubbles where possible, allowing time for academic catch-up sessions
- CCF/DofE: sessions to be organised under the guidance of the appropriate bodies – planning and preparation only within year group bubbles and older pupil leadership not possible in person

Pastoral measures:

- Increased tutorial time available with reduced assemblies (year group only)
- All teaching staff will undertake bereavement training prior to the start of term
- Safeguarding refresher training for all teaching staff at the start of term
- A number of Form rooms for each year group to be open at break and lunch to create social spaces within bubbles for pupils during the school day
- Form rooms reallocated to create (where possible) year group areas and to ensure groups below the 6th form have rooms that are available to be unlocked before school
- Protected time available for senior pastoral staff initially to allow time to respond to emerging safeguarding concerns post-lockdown/bereavement
- SEND department to liaise with pupils with individual needs/disabilities relating to all measures in this document and communicate with staff where adjustments are required for individuals

Behaviour measures:

- Behaviour policy rewritten with guidance included for responding to anti-social behaviour and behaviour that is not in line with Covid-related arrangements.
- Staff duties increased particularly before school and during lunch to support pupils in keeping to the new structures and behaviours
- Signage around the site to remind pupils of timings (e.g. for lunch and leaving/arriving onsite) and requirements for social distancing from teachers at all times

Medical measures:

- Area identified for pupil or staff member who is symptomatic and needs to isolate before collection
- School nurse equipped with appropriate PPE

- Engagement with test and trace scheme
- Access to rapid testing via the testing for key workers scheme
- School nurse aware of and in touch with pupils who are clinically extremely vulnerable to agree measures
- All members of the community aware of the need to comply with government guidelines
- Adjusted procedures for accessing appointments with the school nurse to reduce congestion
- The School Nurse will be issuing revised guidance on Medical procedures prior to the start of term to all parents and staff

Arrangements for lunch:

- There will be a reduced lunch service to increase flow through the dining hall and to maximise the safety of pupils and staff (for example, no self-service salad)
- Sixth form only allowed to eat in the Sixth Form common room
- Year group on Games to have packed lunches collected from the tower entrance – this year group can only eat outside or in allocated form rooms (list of form rooms open at lunch provided to pupils – must maintain year group bubbles)
- Rota applied by year group to maintain bubbles – dining room to be cleaned between each bubble
- Separate areas available for staff – staff service counter and staff lunch rooms (servery plus glass yard)
- Staff duties overseeing changes between year groups and monitoring queue
- Some packed lunches will be available for staff who do not wish to eat in the dining room.
- Staff can bring their own lunch on site – it must be nut-free. It must NOT be stored in the staffroom fridge which is only for milk/milk substitutes as provided by the school
- Hot food from the kitchen servery cannot be taken into the SCR or other school spaces

School transport measures:

- All members of the community are encouraged to avoid public transport where possible
- When using school transport (e.g. minibus or coach to games) pupils must sanitise hands on entering the bus and wear a face covering for the journey
- The station pick service will be in operation as usual. Pupils using this service must wear face coverings whilst on the mini bus and sanitise on access.

Uniform:

Pupils to wear full school uniform unless it is PE or Games day when they can wear games kit.

Visitors and contractors:

These will only be allowed on site if strictly necessary and must be cleared with a member of SLT. All visitors will be expected to sign a health declaration on arrival and informed of the school's arrangements for minimising Covid-19 risks. Parents should not come on site unless they have a pre-arranged appointment with a member of staff.

Facilities:

- Pupil Lockers **not** to be used initially (staff to be mindful of this when issuing books etc.)
- Changing rooms not to be widely used initially
- Shared pupil laptops and iPads not to be used initially (except for IT rooms)
- Library access will be organised by bubbles. All pupils will be advised on new library rules at the start of term

Pupil recreation areas:

- Outside space in five 'zones' by year group (Sixth Form can be anywhere providing they socially distance and behave responsibly – to be reviewed week two).
- Pupils can walk on the grass on the quad to increase available areas for zones outside
- Lists of available form rooms at lunch to be available
- Corridors are not available to pupils for congregating or as social space – pupils must be outside or in a designated form room during lunch and break
- As previously mentioned - Form rooms reallocated to create (where possible) year group areas and to ensure groups below the 6th form have rooms that are available to be unlocked before school

Staff spaces:

- Layout of the staff room has been changed to allow for social distancing – no sofas and remaining chairs spaced out. Room to function as a café; please do not use the main room as a place to work – please be mindful of the need for others to use the space and if the room becomes crowded, please leave and prioritise those who have just arrived to make a drink/eat
- An additional area for preparing hot drinks has been set out
- Additional staff workspaces have been made in the Head's house (including computers)
- All teaching staff provided with devices which can be used on site – lists of free classrooms will be provided to enable them to be used if free as workspace
- Glass yard is available to staff during the day to work – please be mindful of the needs of catering staff to set up for lunch and enter where possible via the external doors

School day timings

Draft staggered arrival times:

Use two entrances between 7.45 and 8.20 – One by the caretakers' cottages for 6th form and 5ths (arrive any time after 7.45am) – an extra porter will staff this gate for safeguarding reasons

Tower entrance:

7.45 Thirds – stay in quad (right hand side) until heading to form room at 8.00 (Thirds' form rooms will be unlocked by this time)

7.55 Removes – stay in quad (left hand side) until heading to form room at 8.05

8.05 L4 – straight to form room

8.15 U4 – straight to form room

SLT on duty in the quad on rota from 7.45 to 8.15 am

N.B. these are **advisory times** designed to vary flow through the gates. We understand public transport/siblings arrival may need this to vary a little – if pupils arrive at a different time, they should keep apart from other bubbles and wait by the tower observing social distancing until their form rooms open.

Draft staggered departure times:

Period 6 will end at 3.40 for Thirds, Removes and L4 (five minutes early)

U4, 5ths and 6th form can leave the site from 3.50 (five minutes after the end of their last lesson)

End of School Day:

All pupils expected to have left the site by 5pm to allow for additional cleaning regime (unless attending an organised co-curricular event with teacher supervision).

Pupils remaining on site at the end of the day may wait in the library if wearing a face covering and distancing from other pupils not in their bubble. Alternatively they may wait in a form room allocated to their own year group bubble, or outside. They must not mix bubbles or wait in corridors.

Draft Lunch Arrangements:

	Monday	Tuesday	Wednesday	Thursday	Friday
12.35	Thirds	Removes	U4	L4	5 th
12.55	L4	Thirds	Removes	5 th	U4
1.15	U4	5 th	L4	Thirds	Removes
1.35	5 th	U4	Thirds	Removes	L4

N.B.

- pupils queue 5 minutes prior to lunch slot;
- bags to be left in open designated bubble form rooms except for first group who leave them in racks between the chapel and the great hall;
- final year group through – registration 5 minutes later (NB may be slightly late to period 5)

Travel to and from school

Parents must not drive on site or pull up directly outside the school to drop off children. Where possible public transport should be avoided. If pupils do use public transport they must abide by government guidance about the use of face coverings, and bag up the face covering on arrival at school or dispose of safely. We encourage all pupils who are able to walk to school to do so. Mr Marshall has been in contact with Redbridge council to push for further measures to support travel to and from school, particularly in relation to safe cycling.