



Bancroft's

Return to School Information for Parent/carers and Pupils

Revised for the wider opening of schools from March 8th

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

Information for all Parent/Carers 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
- Senior Deputy Head to be point of contact for all concerns and feedback regarding these measures for staff

Health and Safety Measures:

To prepare the site

- Deep Cleaning of all areas prior to return
- Additional handwashing and sanitising facilities remain 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 remain installed around the site and will be checked and refilled regularly
- Increased signage has been installed with safety reminders
- One-way system introduced for the top corridor (English/Geography) to reduce congestion (follow signage)

- Screens in place for reception and some office staff on request – if new screens are required please contact Deputy Bursar

Classrooms

- Desks rearranged to all face forward where possible
- Doorstops provided and windows checked for opening to provide ventilation. All staff are advised to ensure windows are open to increase ventilation
- All classrooms will be provided with cleaning spray to apply before or at the end of lessons under the supervision of teachers – these will be refilled weekly
- All classrooms will have been decluttered (staff should note that this is their responsibility for their teaching room; HoDs should ensure the same for office space – please ensure this is done on March 8th if necessary)
- Classrooms continue to be equipped to enable teachers to fulfil blended learning in the event of a lockdown for one bubble but not others
- All teachers and tutors are to maintain records of accurate seating plans for each lesson to aid contact tracing procedures.

Staff and pupils

- All staff advised of new measures prior to the return.
- 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.**
- **All pupils should wear face coverings indoors in corridors and in classrooms. They are not expected to wear one outside and will be encouraged to spend break and lunch time outside where possible; this advice on face coverings will be reviewed by the government at Easter.**
- **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**
- **We encourage staff and pupils to bring a spare face covering to school in case one becomes unusable (face coverings should be changed if they become damp)**
- All staff are advised to wear face coverings around school unless they are eating or drinking. Staff have been asked to proceed on the assumption that they have C-19 in order to protect their colleagues and pupils.
- Spare face coverings available at reception and are charged at 50p each (responsibility for their correct fitment and maintenance remains with the staff member/child)

- Visors available for teaching staff on request but must be worn in addition to a face covering – this is a change in government guidance due to improved knowledge about aerosol transmission
- Perspex “sneeze screens” for staff desks available at request
- **If any pupil is exempt from wearing a face covering for medical or other reasons – this must be discussed with the school nurse.** Parental consent will be gained for wearing a wristband so that these pupils can be discreetly identified and not asked repeatedly by staff to put on a face covering.

Social distancing

- All staff are to follow social distancing guidelines at all times and ensure they do not spend more than 15 minutes over the course of a day (a change to previous guidance) 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.

Staff Meetings

- All staff meetings should take place via Teams. If there are a very small number of staff meeting these may take place in person, but social distancing must be adhered to and masks worn.

Academic Measures:

- **Our normal lesson timetable and rooming will be followed – some room changes may have been made but pupils will be informed**
- 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
- Sixth Form are allowed to leave early if they have study periods. U6 may arrive late if they are free period 1, however, they must sign in/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

Singing, wind and brass are permissible within social distancing regulations and in small groups, as well as following other protocols. All individual music lessons with the visiting music teacher (VMT) team will continue – some will be online until next term; information about safety has been resent to these VMTs and they will be offered LFT testing along with our own staff.

Sport and fixtures

- 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.**
- **Pupils and Games/PE staff do not need to wear face coverings during PE/Games activities**
- **Pupils and staff must wear face coverings on the buses to and from West Grove and adhere to a seating plan on the bus to aid contact tracing in the event of a positive test result**

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 Spring Term (further government guidance will arrive before summer 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

The school's co-curricular programme will be getting fully underway in the week beginning March 15th, with some prearranged activities scheduled for the week

beginning the 8th. Saturday sports activities at West Grove will begin after Easter. Although we cannot run fixtures for now, training and fitness will be on offer for different year group bubbles through the morning. As last term, pupils should come to school in their PE/ Games kit on the days they have PE and Games. We have worked to ensure that there is a safe and varied programme available for children to join via SOCS.

Pastoral measures:

- Increased tutorial time available with reduced assemblies as last term (online for the rest of this term)
- All teaching staff have been offered additional mental health training
- Pupil sessions have been organised with an external speaker to support their reintegration to school
- A number of Form rooms for each year group continue 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 remain 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

- LFT site in place for the mass testing and supplies of LFT tests procured for teachers to test twice weekly at home
- 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

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 reduced service (grab and go) in the Sixth Form common room
- All year groups are provided with a hot meal each day, to include those on Games. The Great Hall is also being used for lunch service
- 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 from the station 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. They should note who they are sitting next to, in order to aid with contact tracing.

Uniform:

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

Visitors, contractors and external hirers:

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 (staff to be mindful of this when issuing books etc.)
- Changing rooms not to be widely used and bubbles to be maintained
- Library access will be organised by bubbles. All pupils will be advised on new library rules on their return

Pupil recreation areas:

- Outside space in zones by year
- 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 the remaining chairs have been 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
- The gym and pool cannot be used by staff until further notice

School day timings

Draft staggered arrival times:

Use two entrances between 7.45 and 8.20 – One by the caretakers' cottages for L6th form (arrive any time after 7.45am) – an extra porter will staff this gate for safeguarding reasons

NB – For the first three days when LFT mass testing slots are taking place in the PAC, all L6 should enter by the tower and proceed to the CR on arrival as before. From March 11th they should revert to using the caretakers' cottages entrance

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

Anytime 5ths – 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 5.15pm to allow for additional cleaning regime.

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.

All staff expected to have left the site by 7pm – please liaise with the duty caretaker if you need to stay later than this.

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, and use a different face covering whilst at school.
- We encourage all pupils who are able to walk to school to do so.