

Return to School Guide for Pupils and Parents

June 2020

Covid-19 social distancing measures and hygiene procedures

As we plan our return back to the physical school building, our primary priority for our school community is staying safe and well. This principle is at the forefront of every decision and procedural change, however challenging that may be, as we aim towards a return to school life.

A number of measures will be in place to ensure social distancing is preserved at all times. Of course, things are not totally 'back to normal' but we strive to deliver as much of the school community experience as possible whilst staying compliant with all the best medical advice.

You will be aware that we have the significant advantage of already having small class sizes and an overall school size which is relatively small which ensures we are well placed to adapt to any new advice for social distancing.

Please review all the aspects of this document to ensure you are fully aware of the policies and procedures in place.



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Hygiene and Cleaning

Cleaning procedures

A full deep-clean procedure has been undertaken. Following return of pupils, frequent cleaning of all 'high touch' surfaces areas will be carried out regularly during the day with a thorough clean at the end of every day.

Teachers will follow a strict clear desk policy in each classroom to facilitate cleaning procedures. During the day when teachers and students move between rooms, they will wipe down their desk, chair and all surfaces within their classroom using antibacterial spray and disposable cleaning material which will be provided in each room.

Protective equipment

Staff and students may choose to wear masks and gloves, which they should provide for themselves.

Parents are asked to provide any protective equipment they require for their children.

All classroom desks and furniture will be arranged to adhere to social distancing recommendations with any excess items being removed.

The school has a supply of PPE available for First Aid use and if any staff member or child displays any COVID-19 symptoms. The school has a designated isolation room should these circumstances arise.

Handwashing and sanitiser access

The school will continue to provide hand sanitisers and sanitary wipes in every classroom to ensure safe use of computer keyboards and within every classroom.

Hand sanitisers will continue to be available for students.

Handwashing will be reminded to all students each time they move from the classroom as well the use of hand sanitiser. Reminders to all students for thorough handwashing pre and post break times and lunch.

While we will continue to provide hand sanitisers, but strongly recommend that all pupils have small hand gel for personal use.

Health Monitoring system

Temperature check procedures

Parents will be asked to temperature check their children before leaving home. Any pupil with a temperature will not be permitted to attend school.



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In circumstances of a suspected case of Covid-19

Parents of a child with suspected case will be immediately contacted to collect the child. Whilst waiting for the child to be collected they will be isolated from others. Changing rooms will not be used to change before PE and Games, so one changing room will be designated as an isolation room for a suspected case of Covid 19. A window should be kept open for ventilation.

The staff member responsible for the child during this time will be provided with suitable PPE. Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. The person responsible for cleaning the area will wear appropriate PPE.

In the event of a staff member developing suspected coronavirus symptoms whilst working, they will return home immediately and isolate at home and tested in line with NHS guidance. If tested positive all those attending school the appropriate individuals will be notified immediately and any necessary action will be taken.

Arrival at Mount House

School coaches

School coaches will not run until the Autumn term. Parents will be asked to transport children to school or if this is not possible, to continue to use our Virtual Learning Programme.

Car Park

It is vital that social distancing must be maintained whilst parents bring pupils to and from school via the car park. During drop off and pick up, we would request parents to remain in their cars. There is sufficient space in the car park to enable social distancing will be created because of the reduced numbers of students attending the school in person each day.

Sneeze screen

This will be installed at the School Reception to protect all staff, pupils and any visitors

Building amenities and communal time

One-way system

All staff and students will move around the school by following the one-way system and arrows. If ever in doubt, students must steer left at all times.

Toilet facilities

Pupils will be required to maintain social distancing when using the toilets so a restricted number will be able to enter at any one time. Signs will be placed outside to guide 2m distancing measures if a queue needs to be formed.

Sixth Form communal study spaces

The Sixth form will use the Old Chapel and their Sixth Form area for supervised private study to enable and preserve social distancing protocol. Antibacterial spray and wipes will be provided in the area and students will be requested to use these when leaving their desk.

Pupil Lockers

There is no access to lockers at this time and pupils are requested to take their belongings with them and to return home in the day with nothing left in the School overnight



Library

There will be no access to the library at this time to support social distancing. Book shelves will be moved back to allow additional floor space for movement around the building.

Water fountain

Students are encouraged to bring their own reusable water bottles to school. There will be opportunity to use the water fountain during the day at break time and lunchtime but only to fill up water bottles. This will be supervised by a teacher with gloves and antibacterial wipes.

Lunch time

Students must bring packed lunches as there will be no catering facility on site. Children will be directed to eat lunch either inside classrooms or outside in the lovely warm weather. Each year group will be directed to different zones in the school grounds and reminded about social distancing.

School end time

The school day will end at the normal time.

Class size reduction and Reduced pupil numbers on site

There will be a maximum of 12 students per classroom

To enable the social distancing with the school environment the number of students in school on any given day will be a maximum of 60 and as a general principle there will be no more than 12 students ever in a classroom. Students will be asked to always sit in the same seat and teachers will be asked to keep seating plans. Wherever possible (Science lessons will still be taught in Science laboratories, for example) students will remain in the same classrooms, with only their teachers moving from lesson to lesson. This will minimise movement around the school in corridors.

Combining School Attendance with Virtual Schooling

In order to manage the number of pupils within the school there will be a requirement to continue the Virtual Schooling platform blended with direct attendance at school. The normal timetable will be followed for all classes. Students who choose not to attend will receive live TEAMS lessons in real time from the classroom in school.

Staff with long term health problems which place them at risk will, of course, not be expected to attend and will continue to provide lessons from home.

Homework fully digitalised

All students both attending classes and home schooling will be set and receive work on Show my Homework. There will be no physical marking of books and feedback will be electronic in person on TEAMS or digitally on SMHW.



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Assessment processes

Assessment will continue for all students as a consolidated single mark for each subject for each week.

Reports will be written to the published schedule and sent out in the last week of term.

Exams

All exams will be sat at home in controlled conditions.

Planned Examination week dates:

Exam week for Years 10 and 12 w/b 1st June

Exam week for Years 7-9 w/b 8th June

Subject specific amendments

Physical Education

All students will come to school in Games kit if they have PE or Games on that day. This will avoid the need for Changing Rooms.

Science

Science practicals for students will not be possible at this time, as an alternative teacher led practical demonstrations will be set up to provide learning experience whilst maintaining social distancing. We will ensure the demonstration is visible on TEAMS.

Art

Practical subjects such as Art and Textiles will modify their teaching arrangements to preserve social distancing through the lesson.

Music

Peripatetic music tuition will not be possible at the school, but provision can continue as currently on TEAMS. There will be no access available to the school instruments.



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