

## **Kings' School – Full Reopening September 2020**

### **COVID PROTOCOL**

This Protocol should be read in conjunction with the DFE published guidance for schools at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The specific, temporary measures required by this Protocol take precedence over any conflicting instructions issued through the Kings' School Handbook. This Protocol must be read in conjunction with other school policies particularly those relating to Safeguarding, Health & Safety and actions to be taken in emergencies.

### **Introduction**

Kings' School will open to pupils on Friday 4<sup>th</sup> September 2020. Whilst the school has successfully managed the provision of on-site education to pupils whose parents are key workers and limited on site attendance by other year groups, this will be the first time since the March lockdown that the school has managed attendance by all staff and pupils. The COVID pandemic will require particular measures to be put in place such the risk of Coronavirus transmission is managed to as low a risk as possible whilst meeting the national requirement for the school to be open to all.

### **Aim**

This Protocol will detail the changes to normal practices and routines that will be required by pupils, staff and visitors. It is based upon the findings of the COVID Risk Assessment which has identified the control measures necessary to mitigate the COVID risk.

### **Principles**

The risk of COVID transmission results from contamination being spread from touch or by exposure to airborne infection. It is vital that anyone who suspects they may have the Coronavirus immediately isolates at home and is tested. We must not allow a suspected case to come into school. The singular most important measure to be taken is that of good personal hygiene, regularly washing hands with soap and water or using sanitising gel. Good hygiene includes the need to protect others from coughs and sneezes, "catch it – kill it – bin it". The next level of protection comes from regular and thorough cleaning of shared and public surfaces, e.g. toilets, door handles and work surfaces. Finally, where at all possible, individuals should maintain as much separation as they are able, ideally more than one metre.

### **Attendance and suspected cases**

The Department for Education's guidance for opening schools clearly states that all children are expected to be back in school from September. Missing lesson time will

have a negative impact on a pupil's education and may have consequences for their wellbeing and personal development. You should contact the school if you have any concerns about returning in September.

**However, all pupils and staff must stay at home if they are unwell for any reason, or if they (or any member of their household) have any of the following symptoms:**

- **High temperature**
- **New, continuous cough**
- **Loss or changes to your sense of smell or taste**

If you think you have any of these symptoms, then you should isolate at home and arrange for a test using the NHS test and trace service through this link

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

Please make sure that you keep the school informed for any absence due to suspected Coronavirus symptoms and with the results of any tests.

**Unwell at school** – pupils who feel unwell at school should report to Matron's room as usual. If Matron believes that this may be Coronavirus related then the pupil will be kept, isolated in Matron's room, until they can be collected. Matron's room will then be disinfected. Staff feeling unwell with suspected Coronavirus symptoms should immediately leave the school site for isolation notifying their line manager they have done so.

## **Hygiene**

**Hand sanitiser** - The school has significantly increased the provision for hand cleaning with numerous sanitising stations provided around the school. Pupils and staff must sanitise their hands on first arrival, between every classroom change, before and after lunch and after using the toilet. Pupils are encouraged to bring in their own small bottle of sanitiser for their own personal use and protection which can be kept in a blazer pocket.

**Coughs and sneezes** – pupils will be regularly reminded of the need for good practice when coughing and sneezing. Tissues and handkerchiefs should be used to protect others following the well published mantra of "catch it – kill it – bin it". Dustbins with lids have been provided additionally in classrooms specifically for the disposal of possibly contaminated material including tissues.

**PPE** – the Government guidance on use of PPE in schools states face coverings are not required unless the school is in a "Local Lockdown" area due to high prevalence of infection. The guidance allows schools to use discretion on use of face coverings where required to meet a school's particular circumstances. At Kings' we have decided that use of face coverings will be a sensible further precaution during times when pupils are not in the designated zones. Staff and pupils are requested to wear face coverings as follows:

- When using public transport, including school buses.
- On arrival at school until pupils have reached their designated zones
- During all movement times between lessons and when moving to lunchtime zones
- When leaving the school.

The use of face coverings in classrooms or when in designated year group zones is not recommended or required, however, staff and pupils who wish to wear plain face coverings may do so. Lidded bins will be provided at the main gate and in classrooms for disposable face coverings. Reusable face coverings should be kept in a plastic bag or pouch for the journey home. Care must be taken when removing face coverings not to touch the face. Hands should be washed or sanitised immediately afterwards.

## **Cleaning**

**Additional staff** – the school is employing additional members of cleaning staff from September. These cleaning contractors will be tasked with regular, repeated disinfection of shared areas including toilet blocks, changing rooms, corridors and public spaces with frequent use. The cleaners will be using disinfecting electrostatic fogging devices that are quick, safe and efficient. The mist they generate dries quickly and leaves no residue.

**Cleaning equipment** – the school has purchased additional portable electrostatic fogging machines that will be deployed to each department. They will also be kept and available in higher risk areas including the Pupil Support area and physio room and in Matrons room to allow regular disinfection between visits. Additional large capacity fogging machines have also been purchased for use in larger spaces including the sports hall, gym and main hall. These can also be used for regular disinfection of PE equipment such as racquets, bats and balls.

**Classroom cleaning between lessons** – every classroom will be provided with anti-bacterial disinfecting spray. These are the same as normal household disinfectants, they are effective against the COVID virus and are safe to use without need for personal protection. Teachers will be invited to spray each desk before the class sits down; pupils will be invited to wipe any damp residue with a paper towel before the lesson commences.

**End of day clean** – the school's normal cleaning at the end of day will be maintained with the cleaning staff instructed to ensure that every surface is wiped down in order to be ready for the following day.

## **Separation and Distancing**

Where possible all staff, pupils and visitors should try and maintain as much distance as possible, ideally of a metre plus, whilst on the school site. This is clearly not practicable during classroom lessons and so the risk of group transmission is further reduced by keeping Year Groups socially distant. Lessons are always attended by

just one Year Group and zoning outside of lessons at lunchtime and before school allows the Year Groups to remain separate at these times.

**Classroom separation** – classrooms will be arranged, as much as possible, such that pupils' desks all face forward. A space of 2 metres will be arranged between the teaching station and the first row of pupils, indicated by tape on the floor, so that teachers who move between classes are better protected and they, in turn, protect their next class of pupils.

**Year group zones** – the following outdoor zones will be established around the school for use on arrival and at lunchtimes:

Year 7 – Sail shade, MUGA and Danemark courtyard zone. Zone toilets - Danemark block.

Year 8 – Bradbury patio and top field zone. Zone toilets – Bradbury.

Year 9 – Astro and bottom field zone. Zone toilets - Sports Hall.

Year 10 – Saum Playcourts and northern (Sarum Road end) of middle field zone. Zone toilets - Sarum block.

Year 11 – Main Quad zone. Zone toilets – main block.

**Arrival at school** – Pupils already arrive at school naturally at staggered times prior to the start of the school day. On arrival they should go straight to their zoned areas to await the start of school at 0845 and then report to their Tutor Rooms. The school will not hold large gatherings such as Assemblies. Assemblies will be delivered remotely in Tutor Groups using MS Teams.

**School Buses** – the County in-catchment school buses are expected to run as usual. Since the general public do not use these buses and the school represents a separate community there will not be a requirement to wear face coverings or sit far apart. Pupils may wear face coverings if they wish to do so. Pupils should sit with others from their own year group as far as possible with Year 7s towards the front and Year 11s at the back. It is strongly recommended that pupils using the bus service carry and use hand sanitiser at the start and end of each journey.

**Public transport** – any pupils using public transport to get to and from school must abide with national instructions regarding use of public transport. This includes use of face coverings and complying with any seating restrictions in force.

**Lunchtimes** – pupils will have staggered lunchtimes to allow Year Group separation at the counters. Hot meals and provision for Free School Meals will continue as usual. In order to reduce congestion at the counters, parents are requested to provide a packed lunch if at all possible. All school meals will be served on a takeaway basis so that they can be eaten in the Year Group zoned areas. Parents who provide a reusable plastic box for their child for this purpose will assist us in preventing unnecessary waste. Year Groups will take lunch as follows:

Year 7 – lunch at 1205 – served at the Gym counter. Access to and from the gym using the back door to the Denmark area.

Year 8 – lunch at 1205 using the main hall counter. Access to and from the hall via the main foyer door – then outside to the Bradbury zone.

Year 9 – lunch at 1225 – served at the main hall counter. Access to and from the hall via the main foyer door – then outside to the Astro.

Year 10 – lunch at 1225 – served at the Gym counter. Access to and from the gym using the back door and then follow the music / drama path to the Sarum playcourts.

Year 11 – lunch at 1215 – served at the Kings' Cabin in the Quad.

**Period 3** – the timings of period 3 will be different for the Year Groups to allow staggered lunches. For Year 7 and Year 8 Period 3 will be 10 minutes shorter, finishing at 1205. For Year 11, Period timings will be unchanged. Year 9 and Year 10 will have a Period that is 10 minutes longer, finishing at 1225.

**Period 4** – pupils will go directly from lunch to their Period 4 classrooms in order to lessen movement around the school. Pupils will not go to their Tutor Groups for afternoon registration; the afternoon registration will be taken in the room of the Period 4 lesson by the class teacher. Years 7, 8 and 11 pupils will move to Period 4 at the first 1300 bell. Years 9 and 10 pupils will move to Period 4 at the second 1305 lunchtime bell.

**Wet Break** – In the event of a Wet Break, the bell will be rung 3 times by 1205 to signal this and lunchtime will start for all pupils at 1215. All pupils should use the one-way system to walk to their tutor rooms where they will be supervised by staff. Tutor rooms will be used for Wet Break bases in order to assist 'Track and Trace' processes. At that time, Year 7, 8 and 11 pupils who need to buy lunch will be able to go to the relevant serving points. If it is still deemed to be Wet Break towards the end of lunch time, pupils will remain in their tutor rooms until 1305 when they will move to their period 4 lessons for registration.

**After school** – the departure of pupils will be staggered in a similar way to the usual lunchtime arrangements. Year 9 and Year 10 pupils who had a longer Period 3 will depart the school at 1510. Year 11 will be released from classes at 1515 and Year 7 and 8, who had a shorter Period 3, will leave the school at 1520. School buses will depart, as usual, at 1530.

**After school clubs** – with the need to keep year groups separate it will not be possible to run a full programme of after school activities and sport. The Library and Homework club will not be available. Sporting fixtures will not be possible. It is hoped that the school will be able to offer some sports training, strictly within Year Groups and details will be published in September.

**Lockers** – the use of lockers around the school causes congestion in corridors. In order to reduce the risk of contact lockers should not be used until further notice. The

only exception will be when needing to bring in school uniform to be worn after a PE lesson for which they have had to change. Pupils will need to ensure they have books, stationery and lunches etc. in their bags which will need to be carried around school.

**Moving around school** – with such a large school, moving between lessons whilst maintaining separation will be a significant challenge. Face coverings should be worn during movement time. We will rigorously enforce the one-way system around the school to minimise pupil classes meeting each other ‘head on’. This may mean that it will take slightly longer to get to the next lesson. Teachers will understand. Pupils will be reminded to be courteous whilst queuing and to ‘be kind’ as they move around the school. The following changes have been made to our usual one-way system:

**Main block** – Entrance to the Foyer will be through the foyer doors only. The foyer / quad door will be for entry from the quad only – no exit to the quad. All main block pupils will need to come in through the foyer front doors and then move clockwise along the downstairs and upstairs corridors. The UP staircase will be the one by Pupil Support. The middle staircase will be DOWN only and allow exit using the Room 3 corridor and door to Danemark. The Science double staircase will be DOWN only allowing exit through the Science doors. Exit from the main block ground floor will be through the tech doors under the bridge.

**Music and Drama** – access to music will be through the music corridor. This is only to be used for those going to the music classrooms. The drama classrooms will be accessed using the exterior doors. The Tower classrooms will be accessed using the side door as usual.

**Footbridge** – there will be no access onto the footbridge either from main block or Sarum block. Pupils needing to move from Sarum to main blocks or the opposite must do so at ground level. The footbridge is only accessible for designated pupils who need to use the lifts.

**Sarum block** – the only entrance to Sarum block is through the doors opposite the flag pole. All pupils should then follow the same direction, upstairs or downstairs, exiting the building through either of the doors next to Art.

**Bradbury block** – pupils should enter and leave their Bradbury classrooms using the external classroom doors, walking around the outside of the block as required.

**PE** - The PE curriculum will be temporarily adjusted from September 2020. This adjustment will be pending a change of advice to schools which would see a resumption of ‘normal’ lessons in the future. Pupils will still have 2 PE lessons per week. One lesson will be a skill-based activity which will enable the pupils to participate in school uniform and trainers. The second lesson will be much more active and will need the pupils to arrive at school in their PE kit. Additional equipment has been purchased to enable each year group to have their own equipment. At the end of the lesson, pupils will change back into their school uniform within their group. They will access a cleaned designated changing room which has fewer pupils using it than usual.

## **Summary**

The start of the new school year is always an exciting and challenging time for pupils and staff. This year will face the additional challenge of managing the Coronavirus. The school has planned and is ready to take on this challenge. Keeping us all safe will require everyone to play their part. Provided that we all take a sensible approach, be respectful of others and wash our hands regularly we will have done all we can to minimise the risk but maintain the quality of the school's curriculum.