

Kings' School

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>

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.

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 and we will employ Lateral Flow Tests to try and identify any asymptomatic cases. It remains true that 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

School attendance became mandatory again for all pupils from 8 March 2021.

However, a pupil or staff member 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 here: <https://www.gov.uk/get-coronavirus-test>

Please make sure that you keep the school informed of 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.

Face Coverings

There is no longer an expectation for pupils to wear face coverings in the classroom (however, pupils and staff can choose to continue to wear a face covering if they wish to do so). Whilst pupils will not need to wear face coverings whilst in their year group bubbles before school or at lunchtime, all staff and pupils are to continue to wear face coverings in the following circumstances:

- In communal areas where social distancing cannot easily be maintained;
- Entry and exit from the site;
- All movement around the school site;
- Queuing for lunch;
- On school transport.

Care must be taken when removing face coverings not to touch the face. Hands should be washed or sanitised immediately afterwards.

Lateral Flow Testing

All staff and pupils are strongly encouraged to continue with the conduct of twice weekly testing using the rapid lateral flow devices (LFD) issued through Public Health England. The school will provide home test kits to those pupils who have given consent, staff will need to make their own arrangements (home delivery or from a designated pharmacy or test site).

Cleaning

Additional staff – the school is employing additional members of cleaning staff. These cleaning contractors are tasked with regular, repeated disinfection of shared areas including toilet blocks, changing rooms, corridors and public spaces with frequent use. The cleaners are using

disinfecting sprays that are quick, safe and efficient. The mist they generate dries quickly and leaves minimal residue.

Cleaning equipment – the school has purchased additional portable fogging spray machines that are available to each department. They are also 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 rackets, bats and balls.

Classroom cleaning between lessons – every classroom is 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 is being 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 1m plus, whilst on the school site. Lessons are always attended by just one Year Group and zoning outside of lessons at lunchtime and before school allows Year Groups to remain separate at these times.

Classroom separation – classrooms are arranged, as much as possible, such that pupils' desks all face forward. A space of 2 metres distance between the teaching station and the first row of pupils (indicated by tape on the floor) will afford some protection to teachers moving between classes.

Year group zones – the following outdoor zones have been established around the school for use on arrival and at lunchtimes:

- Y7- Sarum Playcourts and northern end of middle field
- Y8 – Bradbury patio and top field
- Y9 – Astro and bottom field
- Y10 – Sail shade, MUGA and Danemark Quad
- Y11 – Main Quad and southern end of middle field

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, these will be delivered remotely in Tutor Groups using MS Teams.

School Buses – the County in-catchment school buses will run as usual. Face coverings must be worn on school buses. 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 currently 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. 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 12.05pm). Served at the Gym counter. Access to the gym via the Danemark / Gym corridor door.
- **Year 8** (lunch at 12.05pm). Served at the main hall counter. Access to and from the hall via the main foyer door.
- **Year 9** (lunch at 12.25pm after Y8 are clear). Served at the main hall counter. Access to and from the hall via the main foyer door.
- **Year 10** (lunch at 12.25pm after Y7 are clear). Served at the Gym counter. Access to and from the gym using the Danemark / Gym corridor door.
- **Year 11** (lunch at 12.15pm). 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 12.05pm. For Year 11, Period timings will be unchanged. Year 9 and Year 10 will have a Period that is 10 minutes longer, finishing at 12.25pm.

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 1pm bell. Years 9 and 10 pupils will move to Period 4 at the second 1.05pm lunchtime bell.

Wet Break – In the event of a Wet Break, the bell will be rung 3 times by 12.05pm to signal this and lunchtime will start for all pupils at 12.15pm. 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 1.05pm 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

3.10pm. Year 11 will be released from classes at 3.15pm and Year 7 and 8, who had a shorter Period 3, will leave the school at 3.20pm. School buses will depart, as usual, at 3.30pm.

After school clubs/Sporting Fixtures – The after school club programme and sporting fixtures have now been resumed. Pupils are to be kept in consistent groups or as small a group size as possible to minimise mixing and all specific Government, local and sporting body guidelines are to be adhered to.

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 is a significant challenge. Face coverings must 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 continue with temporary adjustments. This adjustment will be pending a change of advice to schools which could 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 school is continuing to meet the COVID challenge. However keeping us all safe requires everyone to play their part. Provided that we all continue to take a sensible approach, be respectful of others and wash our hands regularly we will have done all we can to minimise the risk whilst maintaining a safe environment for the delivery of the school's curriculum.