



ST. BEDE'S COLLEGE

GUIDANCE ON FULL REOPENING - SEPTEMBER 2020

Introduction

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

Risk assessment

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting. Working with our Health and Safety consultant and the guidance from Manchester (in the Summer Term) the College has reviewed the detailed risk assessments completed for the reopening in May 2020.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

Pupils, staff and other adults must not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission. If anyone is unwell during the school day, the Parent Café will be used as an isolation room. An emergency PPE tray will be located in each building. Staff will follow the guidance given in the risk assessment.

The College will expect anyone who is returning from a holiday abroad follows the Government guidance.

To consider:

- Have you been on holiday abroad recently?
- Do you need to isolate?
- What are your plans for half-term? Would these have implications on your child's schooling?

2. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:

- **Hand washing can take place in the toilet blocks and hand sanitiser 'stations' are available in every building on each floor.**
- **Teachers will ask pupils about hand sanitising at the start of each lesson since it must be built into the culture of the school.**
- **Pupils will be expected to have their own emergency Pack that contains a face mask, hand sanitiser and a pack of tissues. Tutors will check this on a daily basis.**
- **Poor behaviour at hand sanitising stations will not be tolerated. Pupils need to respect distancing and think about others at these points.**

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important, so pupils must ensure that they have enough tissues and used tissues are placed in bins available. The [e-Bug coronavirus \(COVID-19\) website](#) was reviewed in Science and Biology last March, but the contents will be reviewed on everyone's return, please can you look at this site with your child.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

- The College has put in place a cleaning schedule that has been enhanced. Each teaching room has the appropriate cleaning resources. Frequently touched surfaces will be cleaned more often than normal.
- Toilets will have cleaned regularly and pupils must clean their hands thoroughly after using the toilet - different groups (bubbles) should aim to use the allocated toilet blocks.

5. Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Pupils will be grouped in a year group bubble. Each year group bubble should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Social distancing must be considered at all times by adults on site.

Year Group 'Bubble' Locations:

U3	Beck
L4	Joseph
U4	Henshaw
L5	Henshaw
U5	Regis
L6	Regis
U6	Regis

Measures within the classroom

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission.

Teachers will maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children.

Classrooms have been adapted to support distancing where possible. Adaptions to classrooms and teaching include:

- Seating pupils side by side and facing forwards, rather than face to face or side on.
- moving unnecessary furniture out of classrooms to make more space.
- **Pupils must not share resources. Pupils will need to bring in their own pencil case, but keep the content minimal. Pupils must also bring in their own tissues, face masks and hand sanitising gel.**

- Pupils will complete homework on Teams and limit the movement of books between home and school.

Measures elsewhere

1. Measures for arriving at and leaving school

Heads of Year will greet pupils as they arrive at their Year group entry point. Pupils will also leave school at these points at the end of the day. Parents will not be allowed on site and should be considerate to others with regard to parking. Pupils will not be allowed on site before 8.30am. On arrival pupils must go to their designated teaching space.

If a pupil arrives late they should enter at the main reception/Vaughan building.

Senior pupils will leave school at 3.50pm. In the unlikely event a pupil cannot leave at this time, parents must contact their child's Head of Year to see if there is a place available for them to wait in the Maher Library.

ENTRY POINTS:

Mayfield Road: Nursery/EYFS, Reception, Prep 1 and Prep 2

Alness Road: Prep 3 to 6 (from 8.30am) and filtered to Prep cage area

Visitors' Car Park: Prep pupils arriving and departing by bus

Main Reception: U3/Year 7 pupils

Lodge: L4/Year 8 pupils

Wellington Road: U4/Year 9 pupils

Mayfield Road /near Henshaw Building: L5/Year 10 and U5/Year 11 pupils

Wellington Road: Sixth Form pupils

BUSES

Mrs Quinn Matthews (Bursar) has sent information about the College bus services. The College has worked with KURA (our provider) to ensure that they are COVID-19 compliant.

It is important to consider:

- The College will aim to group pupils together on transport, where possible to reflect the 'bubbles' that are adopted within school
- **Pupils must use hand sanitiser upon boarding and/or disembarking Pupils must not share resources. Pupils will need to bring in their own pencil case, but keep the content minimal. Pupils must also bring in their own tissues, face masks and hand sanitising gel.**

- The College recommends the use of face coverings for children (except those under the age of 11), where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet

Points to consider on arrival

Face masks – if a pupil or a member of staff wears a mask on route to school they should be removing face coverings on arrival. Face masks should not be touched on the front during use or when removing it. On removal of a face mask hands must be washed immediately on arrival (as is the case for all pupils), disposal face coverings should be placed in a sealed bag then put in a bin or reusable face coverings should be placed in a plastic bag.

2. Assemblies and Collective worship

Groups should be kept apart, meaning that we will avoid large gatherings such as assemblies or collective worship with more than one group. Assemblies will take place in Year group bubbles.

3. Movement and Break

When timetabling, groups will be kept apart and movement around the school site will be kept to a minimum. While passing briefly in the corridor or playground is low risk, pupils must move as directed. The following points must be considered:

Point to consider:

- When moving around school older pupils need to stand back to enable young pupils to move first.
- Pupils must play in the designated area at break.
- Pupils must follow the one-way system.
- Pupils must enter at the designated entry point for their year group.
- Pupils must remain in the allocated teacher room and follow the College behaviour policy at the end of each lesson.
- Pupils must think about social distancing.

4. Lunches

The College is working with Holroyd Howe (our catering provider) to ensure that the Dining Room is COVID-19 compliant. Pupils will be able to have a school lunch in their 'bubbles' if they so wish. Menus will be available on the College website. **No food will be available at morning break, so pupils may wish to bring in their own morning snack.**

Pupils will need to bring in their own water since they will not be able to get water from the water stations in school due to hygiene restrictions in school. Pupils can purchase water in the Dining Room at lunchtime.

5. Department specific guidance

This will be shared with all pupils in lessons.

6. Visitors

The College will ensure site guidance on physical distancing and hygiene explained to visitors on or before arrival. A record will be kept of all visitors. The number of visitors will be kept to a minimal and to facilitate this, meetings will be arranged remotely e.g., Zoom or TEAMS.

PPE (Personal Protective Equipment)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

PPE trays will be located in each building and the parent café will be used if anyone becomes ill in school.

Response to any infection:

- The College will engage with the NHS Test and Trace process and manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice.

Attendance

School attendance is mandatory from the beginning of the autumn term. This means from this point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence.

Pupils who are shielding or self-isolating

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. Please contact your child's Head of year if your child is unable to attend in line with public health advice:

Mrs Alex Vyce	Head of Upper Third (Year 7)	avyce@stbedescollege.co.uk
Mr Liam Mitchell	Head of Lower Fourth (Year 8)	lmitchell@stbedescollege.co.uk
Mr Mike Parker	Head of Upper Fourth (Year 9)	mparker@stbedescollege.co.uk
Mr Adam Hughes	Head of Lower Fifth (Year 10)	ahughes@stbedescollege.co.uk
Mr Tom Sanders	Head of Upper Fifth (Year 11)	tsanders@stbedescollege.co.uk
Mrs Miriam Gallagher	Head of Sixth Form	magallagher@stbedescollege.co.uk

Uniform

The College uniform policies apply and pupil will be expected to wear full school uniform. The only exception being on days when pupils have sport. College sports kits will be worn on these occasions.

Well-being of pupils

When pupils in Year 10 returned last summer they were delighted to be back in school and they were very happy with the support received from all of their teachers. The pastoral team will be support everyone as they return since we do appreciate that some pupils have worked remotely since last March and understandably they may be anxious. It is important to contextualise these feelings as normal responses to an abnormal situation. See Appendix 1.

College Nurse

Nurse Taylor will support pupils as required if they are feeling unwell during the day. This will be if a child has a headache etc. Pupils must not go to sick bay – this is out of bounds. If a child is unwell, a Teacher will ask for support from Nurse Taylor.

Appendix 1

Parentzone - <https://parentinfo.org/article/returning-to-school-7-tips-to-help-secondary-students-cope>

1. Talk to them about how they feel

It is important to encourage your child to discuss their feelings about returning to school. This may require a [difficult conversation about the pandemic](#), especially in light of the debate around the safety of schools reopening and fears of further lockdowns.

If they feel anxious or worried, help them understand this is perfectly normal, and that you and their teachers are there to support them. Although difficult, try not to share with them any anxiety you may have.

Also bear in mind your child may be returning to a pre-existing issue from before lockdown – for example, a bullying or relationship issue.

Equally, they may be anxious about coping with school work after such a long time out of the classroom. Reassure them that teachers understand the difficulties and they can expect plenty of revision and support, particularly in the first few weeks.

2. Make sure they understand the rules

Your school will have been in touch to explain the various new procedures in place – such as year group ‘bubbles’ and hand-washing routines. If you haven’t received this information, or are unsure what the rules are, you should contact the school office.

It will help if your child knows what to expect and can prepare themselves for some big changes to the school day. They potentially need to adjust to the idea of a different timetable, restricted movements and the loss of certain activities. This can be unsettling for children who often find familiar routines reassuring.

You should remind them of the importance of following the social distancing and hygiene rules and, importantly, why they are in place.

3. Pack right, pack light

Make sure they know what to pack and any new rules around sharing equipment or using water fountains, for example. Although [neither students nor staff are recommended to attend school in PPE](#) (i.e. facemasks), they will need to wear a mask on the way to school if they travel by public or school transport. Check they understand the guidelines for handling it once in school.

4. And make sure you know the rules too

If you drive them to school, you’ll need to know where and when to drop them off and pick them up, as well as what parts of the school you can access.

Keep an eye out for newsletters and updates from school so you can respond quickly to any changes or developments. Try to avoid speculating about possible coronavirus infections in the school and the chance of a shutdown. But make sure your child understands the guidelines about symptoms and testing.

5. Be prepared for changes in behaviour

Given the length of the lockdown and the many changes to their school day, children of all ages are likely to find this a stressful period. There will inevitably be a period of adjustment.

A school day is long and demanding in terms of focus and behaviour. Studying and following rules are habits that will need to be relearnt.

It is a good idea to keep this in mind and allow for some negative emotions or general grumpiness when they get home.

Your instinct may be to ask about their day, but they may need to simply unwind.

6. But stay informed

Try not to worry if in the early weeks there are unusual issues surrounding friendships, behaviour or school work. But stay informed about how they are getting on – and, if you are concerned, contact the school office about speaking to the class teacher.

7. And get some rest...

Your family may have been getting used to some rather unusual hours during lockdown and that may have extended into the summer holidays.

Make sure they get into a routine before the start of term. A [good night's rest](#) will help them cope with the return to school and the new routines they will be adapting to.