



WALHAMPTON SCHOOL
OPERATING THE SCHOOL DURING COVID-19
RISK ASSESSMENT

The following risk assessment is broken down into a number of sections with a member of the school's Senior Leadership Team responsible for both the execution and the monitoring of each element. It has been prepared in a Q & A format which outlines each risk that has been identified and the action and mitigation that the school has taken.

This document has been drawn extensively from the Government's guidelines that were issued on 2 July 2020 and updated 7 August 2020. It is a live document and will be updated, as required, from further guidance issued by the Government, learned practices from other organisations and from our own experiences. It has been shared extensively with all staff and is available on the school's website.

This risk assessment should be read in conjunction with:

Seniors return to school	September 2020
Juniors return to school	September 2020
Pre-Prep return to school	September 2020
Infection protection and control	Parent information
COVID-19 medical protocol	
Bradfield House reopening	September 2020

These documents are available on the website under COVID SAFE.

Titus Mills
Headmaster

1 October 2020

RISK ASSESSMENT SECTIONS

- | | | |
|-----|------------------------------------|--------------------|
| 1. | General and overarching principles | Titus Mills |
| 2. | Moving around the school | Mike Stanley |
| 3. | Teaching and learning | Graham Floyd |
| 4. | Pre-Prep | Claire Holly |
| 5. | SEN | Allison Eaton |
| 6. | Catering | Stephen Launchbury |
| 7. | Boarding | Rebecca Moore |
| 8. | The health centre | Stephen Launchbury |
| 9. | Games and sports | Oliver Elliott |
| 10. | Music and performing arts | Graham Floyd |
| 11. | School drop-off | Mike Stanley |
| 12. | School transport | Stephen Launchbury |
| 13. | Staff room and staff breaks | Mike Stanley |

GENERAL AND OVERARCHING PRINCIPLES

TITUS MILLS

How will the pupils be grouped?

The overarching principle will be to reduce contacts between year groups and between children and staff and we will be achieving this by keeping pupils in bubbles and through maintaining social distance between individuals. Each year group across the school will be a single bubble and we will be doing all we can to avoid contact between bubbles. Where this is not possible, as on school transport, other mitigating measures will be taken.

Will this be consistent across the school?

In general, yes but there is a separate section on the Pre-Prep where the emphasis will be even more on bubbles because it is clear that very young children struggle with the concept of social distancing. Boarding also has separate arrangements and these are outlined in the Boarding section.

The Government has introduced a number of ‘prevention’ and ‘response’ controls. How will the school be implementing these?

1. The school will regularly remind staff and parents that if they are unwell, or anyone in their household is unwell, and they have Covid-19 symptoms they, and others in their household, must not attend or visit the school.
2. The school has put in place a hand washing schedule for all pupils. Staff are regularly reminding pupils to wash their hands thoroughly.
3. The school is promoting ‘catch it, bin it, kill it’ approach. There are regular reminders and readily available tissues.
4. The school has introduced additional cleaning measures. There are two additional cleaning staff now available throughout each working day. There will be a focus on frequently touched surfaces such as handrails and door handles. Particular attention will be toilets. Additional cleaning will also be provided in the dining hall to facilitate ‘speed cleaning’ between sittings at lunchtime.
5. Notwithstanding the bubbles, the school will promote the minimising of contact between individuals and continually remind staff and pupils about the need to maintain social distancing.
6. PPE will be available via the Health Centre as required – it will not be worn routinely. Drivers of school transport (when pupils are in the bus) and catering workers (during meal times) will wear face masks/ visors. Visors are available to staff who need them particularly in practical subjects like DT, Art and Science.

7. The school will engage in the NHS Test and Trace process. The school holds contact details for all parents, pupils and staff. The contact details of all visitors will be recorded by the School Office.

8. The school will manage all confirmed cases of Covid-19 until they are collected. There is more detail on this in the Health Centre section.

9. The school will follow any Public Health England (local health protection team) advice as to how to contain any outbreak.

Are there any travel restrictions for children?

The air bridges to the UK are changing frequently. Parents are asked to be mindful of these and consider this when planning holidays. Children will not be able to return to school until the end of their quarantine period, should they have travelled to a country without an air bridge at the point they return to the UK. This is of particular note to our boarding families.

How is Covid-19 being managed in the school?

The governors have a high-level group which has been set up to address Covid-19 matters and meets regularly. The Headmaster, Deputy Head and Bursar are permanent members. This is mirrored at school level by a group chaired by the Headmaster and with the following members:

Deputy Head

Head of Pre-Prep

Director of Studies

Head of Boarding

Senior Nurse

Marketing Manager

Bursar

MOVING AROUND THE SCHOOL

MIKE STANLEY

How will staff and pupils move around the school?

Moving in bubbles and retaining social distancing within that bubble will be the code. Bubbles will be kept separate from other bubbles. Within buildings, staff and pupils will be instructed to move in single file, retain spacing and keep to the left. Some areas of the school will have a one-way system which will be explained and marked. The dining room is one such area.

..... and outside?

This will be more relaxed as it is in the fresh air but retaining a distance from others will continually be encouraged.

How will the school overcome constantly touched surfaces (door plates etc)?

Internal doors where possible, and when not fire doors, will be fixed in an open position. Two additional cleaners will be in the school during school hours and frequently touched surfaces will be regularly cleaned. Hand washing will be continually encouraged. Teachers ensure that certain equipment and surfaces are cleaned when necessary.

How will you stop individuals congregating in corridors?

Staff and pupils will be constantly told to not stop and talk to others in corridors as this is likely to form a choke point.

The one-way system will also aid this.

And what about other choke points?

There are other choke points in the school which will be either removed or signed. An example of one that has been removed is in the area of the Reception / School Office and this cut-through can no longer be used as a thoroughfare.

Pupils will be grouped in Year group bubbles and class pods and will remain in their classroom for all lessons bar IT, DT, Science, Art, Music and PE. This will reduce the amount of movement around the school as the teachers will move from class to class and not the pupils.

Will I be free to go into the offices?

Within reason, but only if you have business to do so. No one is to go into the offices of the Head's PA, reception, school office, finance office or estate office unless you have been invited by a member of staff who works there. Nearly all of these offices have staff who we need to be doubly protective about because of their age or because they fall into a category where they were previously shielding. There are signs on some doors limiting the number of visitors.

TEACHING AND LEARNING

GRAHAM FLOYD

How will classrooms be arranged?

Classrooms will be arranged with forward facing desks; pupils will sit side by side and face forwards. Class pods will stay in one room for most subjects, but move to different rooms for practical subjects i.e. Science, Art, DT, Music, Drama, PE and Games. As far as possible, doors and windows should be left open.

Will there be a seating plan?

Yes. Pupils will need to remain at their designated seat/place for all lessons, whether in their usual base or in one of the rooms for practical subjects.

Where will teachers stand?

As far as possible, teachers will maintain distance from pupils (ideally 2 metres) by staying at the front of the class. Teachers should avoid close face to face contact and minimise time spent within one metre of anyone. However, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. In most classes there will be a taped area around the teacher's desk to act as a visual boundary.

Can teachers move across bubbles?

Yes. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum. This means lessons can be delivered by subject specialist teachers where necessary.

Can equipment be shared?

Pupils will bring in all their own stationery, which should not be shared. Some equipment (e.g. textbooks) may need to be shared. Any resources that are shared between classes or bubbles should be cleaned frequently and meticulously by the teacher and always between bubbles, **or** rotated to allow them to be left unused and out of reach for a period of 48 hours between use by different bubbles.

Staff should consider ways to avoid sharing textbooks by making the most of IWBs, individual worksheets and Google Classroom for sharing material.

How will books be marked?

As per the school's marking policy, there will be an emphasis on verbal feedback. However, books should still be marked. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

How will I set homework?

Homework should be set on Google Classroom, although Years 3 & 4 will also have Homework Diaries.

Will pupils be able to share Chromebooks?

Pupils in the Seniors (Years 6 - 8) will be expected to bring in their own devices from home. Those who do not have a device will be able to use a Chromebook. Juniors will be able to use the school's Chromebooks and these will need to be wiped down before and after use.

Can classes use the IT room?

Yes, but only if really necessary. It will be necessary for keyboards and mice to be wiped down before and after use.

What about Parents' Evenings?

Based on current guidance, these will take place via Zoom. The evenings will be arranged as usual (with parents having fixed time slots on particular dates), but will take place online.

What about school trips?

We will not arrange any domestic (UK) overnight and overseas educational visits at present.

We will limit (initially at least) non-overnight domestic educational visits. However, such trips can go ahead if an integral part of the curriculum (e.g. Geography fieldwork). Planning for trips will consider protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. As normal, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. We will consult the health and

safety guidance on educational visits when considering visits.

What is the contingency plan for remote learning should the government close schools again?

We will revert to making use of *Zoom* and *Google classroom* as per last term.

What if a child has to self-isolate? How will we provide work for them?

We will need to provide clear instructions for work from lessons missed as well as relevant reference material (worksheets etc.) within Google Classroom. Given that we will be teaching our normal timetables within school, staff do not need to provide video explanations.

Further information can be found in the school's [Remote Learning Contingency Plan](#).

What if the teacher needs to self-isolate?

Unless teachers are too unwell or there are other extenuating circumstances, they would be expected to provide pre-recorded video lessons (for cover teachers to present on the interactive whiteboards in classrooms) and work within Google Classroom for cover teachers to present on the interactive whiteboards in classrooms. Teachers would also be expected to provide live support via Zoom and/or the Google Classroom stream/chat.

SPECIFIC SUBJECT CONSIDERATIONS

Science

How will pupils queue safely to come in?

Classes being taught in the lab facing the courtyard will queue to the right of the shared IT/Science entrance. Classes going into the other lab will queue outside the main Science Dept entrance.

Cleapss states that alcohol based hand gels are a real fire risk in labs and should not be used in science labs / lessons. Both labs have sinks for handwashing.

Pupils will also need to leave in an orderly fashion at the end of the lesson.

How will the labs be set up?

Labs will be ventilated by opening windows and propping open doors.

Pupils will sit side by side, facing forwards in set places. Movement will be strictly

limited.

Staff will keep their distance, ideally 2 metres, from other adults, and maintain distance from their pupils, staying at the front of the class, avoiding close face to face contact and minimising time spent within one metre of anyone.

How will resources be prepared?

There must be time allocated at the start and end of lesson for setting up/clearing up.

Resources that are shared between classes will be cleaned frequently and meticulously, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Equipment set up in trays will help speed up set up and clearing away, plus they will contain any spills. Individual equipment for pupils will be ready on each desk before lessons - alternatively the teacher demo will be clearly visible from seats, relayed via ipad to board if necessary.

Once the practical has finished, pupils should tidy up their equipment and wash their hands using alcohol-free hand sanitiser. Once they have left the lab the teachers / technician can clear away equipment used.

Once cleared the bench / pupil workstation can then be used for written work. The timings for this will need to be carefully coordinated across the department.

Lab coats will not be used & safety glasses need to be sterilised in Milton or equivalent, and air dried after each use. Pupils should be reminded to wash their hands with alcohol-free hand sanitiser before putting on eye protection.

To maintain social distancing in lessons, staff will consider stopping practical work, and having pupils work on theory exercises, or on activities that can be carried out without breaking social distancing rules.

As ever, the teacher should risk assess the activity prior to the session, and take into consideration the competency of the pupils.

Preparation and clearing up time will inevitably be longer and will need to be closely monitored as much more time will be needed to manage both parts.

A technician can only set up one lesson at a time - if labs are being used at other times e.g. for theory work, then this could impact on set up time.

Social distancing within a prep room may mean only one technician can work in it, which could affect how much equipment can be prepared, although the prep room could overflow into an empty lab if there is one available.

DT

How will pupils queue safely to come in?

Classes will queue outside the DT door (alongside the Art room wall) until directed to enter by the teacher. If raining (and the teacher is in the room) pupils will be allowed to come straight into the classroom and sit down at their allotted seat.

Pupils will also need to leave together in an orderly fashion at the end of the lesson.

How will the DT room be set up?

The DT room will be ventilated by opening windows and propping open doors as and when necessary.

Pupils will sit side by side, facing forwards in set places. Where possible, tools will be provided on the desks to avoid unnecessary movement around the classroom.

Pupils will need to provide their own stationery, including a pencil, 12 inch ruler, colouring pencils, a sharpener and rubber.

Staff will keep their distance where possible, avoiding close face to face contact and minimising time spent within 1 metre of anyone.

How will resources be prepared?

There must be time allocated at the start and end of lesson for setting up/clearing up.

Resources that are shared between classes will be cleaned frequently and meticulously, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Trays of basic equipment (Glue, scissors, hacksaws and bench hooks, card etc) will be ready on each desk before lessons to help speed up set-up and clearing away.

Teacher demonstrations will be carried out on a separate table in clear view for all pupils.

Once the practical has finished, pupils should tidy up their tray of equipment and wash their hands using alcohol-free hand sanitiser. Once they have left the lab the teacher can clear away equipment used. Tables can be sprayed after each lesson. Preparation time will be required between lessons.

Painting overalls will be used for painting. These will be collected for washing after use.

Safety glasses will be sterilised in a bucket of Milton or equivalent, and air dried after each use. Pupils should be reminded to wash their hands with hand sanitiser before being instructed to use machines (including computers) or putting on eye protection.

Practical work for projects will be carefully adapted and structured to avoid unnecessary movement around the classroom, especially for the use of machines. As ever, the teacher will risk assess the activity prior to the session, and take into consideration the competency of the pupils.

Preparation and clearing up time will inevitably be longer and will need to be closely monitored as much more time will be needed to manage both parts.

Art

How will pupils queue safely to come in?

Pupils will queue in an orderly fashion outside the Art Studio in the PAC corridor. They will enter, using hand sanitizer on entering. They will sit in set places and free movement around the classroom will not be allowed.

At the end of the lesson pupils will leave in an orderly fashion, either via the door in the Art stairwell or by the old garden door next to the DT room. This allows for ease of congestion, if there is another class queuing to come in.

How will the studio be set up?

Pupils to have set places and bring basic equipment with them. Sketchbooks and any other materials needed will be supplied on desks or in trays.

It may not be possible for all pupils to sit facing the front due to the layout of desks, but all must have a clear view of the teacher and the interactive screen at the front of the class.

Movement will be limited around the classroom. The teacher will stay at the front of the class and demonstrations will be conducted using a webcam visualizer and the interactive screen.

There will be a desk set up near the front of the class, where pupils can place their books, one at a time, for the teacher to view, if pupils are needing assistance. Pupils will place their book, then step back, for the teacher to approach. Guidance will be

given either verbally or using sticky notes.

Safety tape will be used to create a no-go area around the teacher's desk, and show distancing from the assessment desk.

At the end of the lesson, children will clear away materials to trays on desks. Place sketchbooks into a class box, or onto the drying racks and sanitise their hands when leaving the studio. They will leave in an orderly fashion taking their own equipment with them.

Studio 2 will be used to lay out, clean and air materials, art smocks and resources between classes. Pupils will not be permitted into Studio 2, the Pottery or the Art Store.

Tables and stools will be cleaned between classes. If materials and resources are needed within 42 hours (72 for plastics) these will be cleaned between use by different bubbles. Overalls (art smocks) will not be used by the majority of classes and certain materials will not be available because of this. If a project calls for materials that may stain clothing, art smocks will be used and hung in Studio 2 for 42 hours before further use.

The Pottery studio has not been used in September and will not be used in October. There will be no use of clay in lessons or activities. This will be reviewed at half term.

Time must be allocated between classes to allow for setting up and cleaning down.

What about basic equipment?

All pupils will need to bring a named pencil case to every lesson.

This should include:

2 pencils	Black fineliner
Pencil sharpener	Black biro
Ruler	Scissors
Eraser	Glue stick
Colouring crayons	
Basic felt tips	

If children wish to bring further equipment to their art lessons, this is allowed but they must be easily transportable and in a named case. These additional items may be sketching pencils, watercolour crayons, coloured biros, markers, felt tips and coloured fineliners or brush pens.

Activities

For activities sessions pupils will enter and leave the studio in the same manner as for lessons. The teacher will remain at the front of the class but materials will be provided on a central table and movement will be allowed around the class within the year group

bubble. At the end of the session, materials must be cleared to the central table. Teachers should provide their own materials for activities, although these may be supplied by the art department. Pupils may bring their own art equipment to activities. This must be easily transportable and in a named case. They will be encouraged not to share.

Studio

The studio is only allowed to be used with prior permission. No entry is allowed into Studio 2, the pottery or the art store by anyone other than permitted teachers. The computer and screen should not be used by anyone other than the Art Department.

The studio will be locked at the end of the day and during break times. The door between the Art and DT Classroom will remain locked and the studio is not to be used as access between these rooms by any staff or pupils.

PRE-PREP (INCLUDING EYFS)

CLAIRE HOLLY

How will the children be grouped?

Children will work within bubbles which are now defined by year groups, rather than the previously defined maximum numbers. Bubbles will be as follows:

- Nursery and Kindergarten
- Reception
- Year One
- Year Two

What is the purpose of the bubbles?

The purpose of the bubbles is to minimise contact and mixing between people, reducing the potential transmission of coronavirus. There has been recognition from the DfE that young children find it challenging to distance themselves from staff or from each other and therefore the bubbles provide an additional protective measure (in conjunction with social distancing within the older year group bubble where and if possible).

Can teachers move across bubbles?

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum. This means lessons can be delivered by subject specialist teachers where necessary. All teachers and staff will endeavour to maintain a safe distance from the children and will implement the appropriate protective measures.

Teaching and Learning

Will children follow the usual curriculum?

Children will return to a full, structured and stimulating curriculum. Subject specialist teaching will be enjoyed by all age groups and children will be able to move carefully between locations in order to make full use of specialist teaching facilities. Homework and home reading activities will be posted on the Google Classroom.

What about Music lessons?

The Government regulations have suggested that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting. As such, children will need to be side-by-side

and not facing one another. This has implications for our music curriculum and the Director of Music has designed adjustments to ensure that the joy of music can continue.

What about Games and PE lessons?

PE and Games lessons will continue as normal. Children will be kept in year group bubbles and sports equipment will be cleaned thoroughly between each use by different groups, with hand hygiene and respiratory hygiene kept paramount due to the nature of exercising.

How will we manage shared equipment that is used for learning?

We will limit the sharing of equipment by giving each pupil their own set of named equipment and set of Forest School waterproofs.

Reading and library books will remain in school at this time. Children will read in school, as usual, and a reading comprehension will be posted in the Google Classroom to share with an adult at home in the evening.

Other equipment, such as reading books, art tools, sports equipment and maths resources, will be thoroughly cleaned before being used by another bubble and at the end of every day within bubbles.

In the short term, children will not be permitted to bring in toys or other items from home, for example, for 'Show and Tell'.

Will classrooms look the same as usual?

Classrooms may look a little different. In Year 2 desks are to be forward facing with children sitting next to each other rather than in groups around tables. This does not mean, however, that there will be any compromise to the children's collaborative learning as the teachers will employ many creative ways of engaging children.

Year 2 children will have a named table and chair.

We will continue to remove some of the soft furnishings from classrooms, such as some role play clothes or cushions, to reduce the risk of infection but we will endeavour to ensure this does not impact negatively on either the curriculum or the children's anxiety levels.

Year 1 and Early Years classrooms and outdoor areas will be set up for continuous provision, but we will limit the amount of resources available in order to ensure effective cleaning and hygiene is possible.

Water and sand play will be available but limited and carefully managed.

What about movement around the school?

Children will enter and exit their classroom through the external door.

No parents will enter the building.

Each bubble is assigned specific toilet facilities and coat areas.

Movement around the inside of the building will be limited. Teachers will go to the children and children will remain in their classroom or outside area as much as possible.

Will educational trips go ahead?

We will not have any trips into the community at this time but will review this decision regularly.

PRACTICAL QUESTIONS FOR PRE-PREP

How will playtime work?

Play and lunch times will be staggered with each bubble allocated a particular play space at a particular time.

Will snacks and lunch be provided?

Our catering will return to normal service but with appropriate protective measures in place.

Snacks will be provided either in the Pre-Prep classrooms or in the playground.

Lunch will be served in the classroom for our Nursery and Kindergarten children and in the Dining Room for the rest of the Pre-Prep children.

There will be some slight adjustments to timing (to enable each bubble sufficient time and a period of cleaning between each sitting), as well as the manner in which food is served.

Children are required to bring a filled and named water bottle to school each day.

Will the timings of the school day remain the same?

The start and end times are slightly different to usual, to enable us to stagger the drop-off and collection of children, to help manage social distancing. The specific timings for each year group is explained in the Return to School booklet which has been shared with parents.

Will after school care be available?

After School Clubs and extracurricular activities will occur in a reduced format as explained in the Return to School booklet. Children will be kept in year group bubbles during these times.

What will the children wear to school?

Children will be expected to return to school in their summer school uniform, moving to the winter uniform after the first exeat. Children will bring in their sports kit in the relevant kit bag and change at school.

Will school buses be operating for Pre-Prep children?

Where possible children will travel to school with a member of their family. For those families where this is not possible and who have prearranged the service, school minibuses will continue to run and provide our before and after school service. Where possible, children will be required to be grouped as closely as possible to the school based bubbles, use hand sanitiser upon boarding and disembarking, socially distance when waiting to embark on the bus and socially distance when on the bus where possible.

Additional cleaning of the minibuses will be undertaken to ensure compliance with the Government guidelines.

Will there be any whole Pre-Prep events?

The Government regulations do not currently permit schools to host whole-school events where children and adults are able to congregate. The school calendar has scheduled events, such as Chapel Assembly performances, and we will leave these as planned in the hope that the regulations may change and it may be safe to get together as larger groups.

We are considering how we might still enable our children and parents to enjoy these elements of school and will communicate on these matters as we get nearer to the time.

Will there be regular assembly times?

During dry and warm weather, we will host Pre-Prep Assemblies in Owl Corner. They will be socially distanced with each bubble sitting separately and far enough apart. During inclement weather, in-person assemblies will be limited to bubble assemblies, however we will continue to record a weekly whole school assembly which the children will be able to share in their year group bubble or in class.

Daily collective acts of worship in classes or year group bubbles will be hosted on other days.

FURTHER PROTECTIVE MEASURES IN PRE-PREP

Are parents permitted on the school site?

Parents will be permitted to enter the site in a socially distanced manner as we recognise that this is critical for our youngest children; however, only one parent is permitted on site and **NO PARENTS ARE PERMITTED TO ENTER THE CLASSROOMS**. It is absolutely essential that parents co-operate with the timings provided and that social distancing measures are observed, and parents do not linger on site unnecessarily. While we do not wish to compromise the friendly atmosphere of Walhampton, the more parents on site, the more we risk the contamination of the children, staff and the school site.

The Reception Desk will not be accessible by parents without prior arrangement via a telephone call or email, as the DfE guidance states that coming onto the site without an appointment is not permissible. We are all still available to help wherever possible, and therefore parents are encouraged to still call or email and receive support that way.

Will the staff be wearing masks, and do you expect the children to wear masks?

No. Any face coverings that staff or children are wearing when they arrive at school, must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take home. These should not be disposed of in school bins.

Currently, face coverings are deemed unnecessary in school and are considered as having a detrimental impact on both teachers and children (except for catering workers and the drivers of minibuses).

PPE is available for staff who require it for a child's medical or intimate care.

How will staff take their breaks during the day?

Staff will take their usual breaks during the day; these will be staggered, and restrictions will be made upon the number of people allowed to use the staff room at one time.

Every other seat can be used at any one time.

One member of staff at the counter at any one time.

Staff are encouraged to bring their own cup and teaspoon to school and to take it home at the end of each day for cleaning.

All school cups and cutlery to be placed in the dishwasher after use and the dishwasher to be run regularly throughout the day.

What additional cleaning will take place?

The school has undergone a thorough clean during the summer.

We have employed additional cleaners who will work throughout the school day, focused on the areas identified by the Public Health Authority.

At various intervals, and in addition to the increased cleaning schedule, adults within each room will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment which will be stored appropriately within the classrooms.

At the end of every day, all shared resources (such as Duplo, Lego, small world play etc) will be cleaned, in Milton, using our 'Dip and Drip' system so that they are clean and ready for use the following day.

Books will be wiped clean after each use – children will be taught to put books that they have shared into a 'cleaning' box ready to be disinfected before use by another child.

Will the children be expected to wash their hands frequently?

Adults and children will be required to wash their hands on entry to school, before and after break times, before lunch, when they change rooms, before leaving school and anytime that they visit the toilet.

Children and adults will be expected to wash their hands before and after limited water and sand play.

Wall mounted hand sanitisers have been fitted across the school.

Good respiratory hygiene will be encouraged and followed.

Lidded pedal bins are available for all waste and we will continue to follow a 'catch it, bin it, kill it' routine.

Can parents talk to their child's teacher as usual?

Due to the changes at the start and end of the day teachers are unable to speak to parents in the normal manner at drop off or pick up. However, parents are welcome to make a scheduled appointment with the teacher via zoom or on the telephone. Staff will, of course, communicate as quickly as they are able.

Email and the Google Classroom are two additional ways that we will maintain the important and vital home school partnership.

Will the school still have visits from visiting staff members and contractors?

Supply teachers, peripatetic music teachers and other temporary staff, such as therapists and specialists, are permitted to move between schools. However, any visiting staff to Pre-Prep will be thoroughly vetted and asked to read and sign the school's COVID-19 procedures, which they must adhere to. All visitors will have their details checked and must support the NHS Test and Trace scheme.

We will not be permitting contractors on site during working hours unless it is critical to the functioning of the school.

SEN

ALLISON EATON

How will rooms be laid out for 1-1 teaching?

Staff and pupils will sit with one metre plus distance between them

Will children be able to use the LSU Chromebooks?

If this is necessary then they will be able to use a LSU Chromebook. The teacher will take responsibility for ensuring that these are wiped down after each use.

Will shared equipment be used?

Children will bring their own equipment to each lesson. Where practical resources are needed these will be wiped down/sterilised in Milton after each child has used them

Where will small group lessons take place?

If possible then an empty classroom will be used for teaching groups of up to 5 children.

Small groups will only be made up of children from the same year group

What cleaning will take place between pupils?

The teacher will wipe down the table and any equipment after each child has used it. Children will wait outside the room until they are asked to enter. The children and teachers will sanitise their hands before the start of each lesson

How will it work for LS staff who give in-class support across year groups?

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum. All teachers and staff will endeavour to maintain a safe distance from the children and will implement the appropriate protective measures.

CATERING

STEPHEN LAUNCHBURY

How will school lunches be organised?

The school will continue to provide lunch for staff and most pupils in the dining room and the dining room extension (the PAC) with two exceptions. In outline, Nursery and Kindergarten will be provided with lunches to be taken in their classroom – all other year groups will eat in the dining room / PAC. Lunch has been elongated to accommodate the Covid-19 considerations.

Will all the Juniors and all the Seniors be in one sitting?

No. Year groups will eat in their bubbles with duty staff.

How will they sit?

Staff and pupils will be in their Year Group bubbles. They will still sit as spaced as possible and the tables are laid out so that there is a double width table for pupils and staff sitting opposite each other.

How will the dining hall be kept clean?

Additional cleaners will be used to continually clean the DH during lunch. The tables used by one bubble are thoroughly cleaned before being used by another bubble.

What other hygiene measures will be in place?

Before entering the dining hall, all staff and pupils will be required to wash or sanitise their hands.

What particular measures will the catering staff take?

The catering staff have undertaken thorough training prior to the start of the autumn term. The catering operation has its own risk assessment.

Will the catering staff wear PPE?

The catering staff will wear face masks or visors when serving food. The serving stations have shields to protect both the catering staff and users of the dining room.

Are there any other steps?

No staff or pupils will be permitted to take food from the dining hall.

BOARDING

REBECCA MOORE

How will we keep the boarding community safe?

We have signed up to the BSA Covid-safe charter, an extensive checklist to ensure we are operating as safely as possible. We are minimising contact between pupils where we can and there will be no flexi-boarding for the time being. There will be no sharing of equipment (each child will have their own water bottle and mug). There will be no eating in the boarding house, apart from individually wrapped snacks. The cleaning rota will be enhanced. Children will be allocated bathrooms, and showering will be on a rota system to minimise contact. There will be a maximum number allowed in each common or shared room. Children are not allowed to enter other dorms. Boarders are not allowed upstairs during school hours, to avoid crossing bubbles. The bedding will be washed weekly, and towels twice a week. Uniform (sports kit) will be washed daily. All soft furnishings and non-essential items have been removed from the boarding house.

What happens if a boarder shows symptoms?

In conjunction with the medical team, we will follow the set protocol, and take advice from Public Health England. The boarding will then isolate whilst the pupil(s) showing symptoms are tested. If the test is returned positive then further advice will be taken by Public Health England. We will endeavour to get children tested as soon as possible and the school is currently exploring options on how to improve on the current system.

What happens after school?

Boarders will return to the boarding house after school and immediately wash their hands and change into their home clothes. Supper will follow, with children and staff not sitting directly opposite each other. Prep will take place in a designated classroom or the ICT room and the same distancing measures will apply as in lessons. Evening activities may take place outside or in the sports hall. Children will follow a rota for using their allocated bathrooms to shower and get ready for bed.

How will we ensure wellbeing?

We recognise the potential for anxiety in these difficult times, and will do all we can to ensure the house retains its family feel. We know it will be difficult for children to cope without the close contact they usually experience, so we will work with the boarders to ensure they have strategies in place to maintain a safe social distance. Staff to children ratios will be kept high in order to allow children to have time and space to talk about how they are feeling, and be giving help to cope with the uncertainty around them.

What about weekends?

We will try to keep weekends as normal as possible, including activities on-site and trips off-site. These will all be risk-assessed and the required measures will be adhered to (including children aged 11 or 12 wearing face masks in certain venues).

THE HEALTH CENTRE

STEPHEN LAUNCHBURY

Will there be daily checks on staff and children for high temperatures?

Yes. There is no longer a DfE requirement to check children's temperatures as they arrive at school, however the school has taken a decision to reintroduce tests for all staff, pupils and visitors. All families will still be expected to monitor their child's temperature, and general health, at home and report any symptoms of Coronavirus to the school as soon as possible.

What if my child shows symptoms of Coronavirus?

Any child showing any COVID-19 symptoms (i.e. a temperature, new cough or the loss of smell and taste) will immediately be isolated and parents will be asked to collect as soon as possible. In the case of an emergency, 999 will be called. The child must remain isolated at home for 10 days and will be required to have a COVID-19 test.

If the test is negative the child can return to school assuming they are symptomless, and school is satisfied that the child is well enough to attend. If the test is positive, all children and adults within that bubble will be asked to self-isolate for 14 days and not attend school. The school continues to reserve the right to send any child home who is unwell, whether that be a cold or other such virus

This guidance also applies if an adult presents with symptoms. Parents and staff are expected to engage in the NHS Test and Trace process if required to do so.

If parents feel that Calpol is required in the morning for their child to manage the school day due to ill health, then they should contact the school medical team before bringing their child to school.

What happens if a bubble is required to self-isolate?

The bubble, if required to self-isolate, will move to virtual provision as quickly as possible.

When can a child return to school if they are showing symptoms of coronavirus?

Children should not come into school if they are showing symptoms of coronavirus. They, and others in their household, should self-isolate and arrange to have a COVID-19 test. If the test comes back negative, the child may return to school. If the test is positive, they must remain at home for 10 days and can return once they feel well.

What happens if there is a confirmed case at Walhampton?

Where a child or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 14 days. The other household members of the wider bubble do not need to self-isolate unless the person that they live with from the class subsequently develops symptoms.

As part of the national Test and Trace programme, if cases are detected at Walhampton, Public Health England's local health protection team will conduct a rapid investigation and will advise Walhampton as to the most appropriate action to take. In some cases, a larger number of people may be asked to self-isolate as a precautionary measure.

What should I do if someone in my child's household has coronavirus?

Children should not come into school, even if they themselves are not showing symptoms of coronavirus. They, and others in their household, should self-isolate and arrange for the person showing symptoms to have a COVID-19 test. If the test comes back negative, the child may return to school. If the test is positive the whole household should self-isolate. The child may only return to school after 14 days of self-isolation and providing they have no symptoms.

NHS Test and Trace has identified my child as having been in contact with somebody with symptoms or virus. What is the procedure?

Children should not come into school, even if they themselves are not showing symptoms of coronavirus. They should self-isolate and if they develop symptoms carry out a test. If the test comes back negative, the child may return to school. If the test is positive the whole household should self-isolate. The child may only return to school after 14 days of self-isolation and providing they have no symptoms.

GAMES AND SPORTS

OLIVER ELLIOTT

How will social distancing work?

Both PE & Games lessons will be taught within Year group bubbles. Bubbles will be taught in split locations i.e. either sides of a divided astro, different football pitches, by socially distanced teachers who will be reminded to remain 2m from pupils.

Start of Lessons - Games sessions will begin with pupils gathering in year group bubbles on the front lawn.

Boot Room - From the front lawn pupils will be directed in year group bubbles to collect boots/trainers from the boot room and encouraged to bring them back to the front lawn to put on before going to allocated teaching area (reverse process at the end of Games sessions). A staff member will be present at the boot room to manage the process.

How will hands and equipment be sanitised?

GAMES - Milton disinfection dunks will be in place at the astro and football pitches to sanitise all sports equipment after use.

There will be hand sanitizing stations at the entrance to all facilities, which will be staffed at the beginning of lessons to ensure pupils use gels.

Hockey sticks will be named and allocated (if pupils do not have their own) and pupils asked to keep sticks inside their Form Room.

PE - Pupils instructed to sanitise hands before entering sports hall. Any equipment used in lessons will be wiped down and sanitised by staff at the end of the lesson.

How will changing rooms operate?

Prep school pupils will arrive at school in sports kit on the days they have PE/Games with a spare change of clothes in the event of bad weather.

When games lessons are impacted by the weather, and changing from wet to dry clothes is required, year groups will be split to change in either the main or sports hall changing rooms. Pupils are to maintain their year group bubbles.

PERFORMING ARTS

GRAHAM FLOYD

Drama

How will pupils queue safely to come in?

Pupils will queue outside the Drama Studio as they do now. They will be asked to bring a pencil case and chrome book which they can keep under their chair.

How will the Drama Studio be set up?

Each child will sit in a chair distanced from the person next to them and chairs will be placed in a semi circle facing the teacher at the front of the class. The pupils will then act in the centre of the space but face out towards the front of the classroom. The teacher will sit at the front of the class at a safe distance or behind the desk.

LAMDA

How will pupils queue safely to come in?

Pupils will wait in the Front Hall to be collected by their teacher. They will be led by the teacher back to the Front Hall after the session. Pupils will need to arrive on time to sessions.

How will the LAMDA spaces be set up?

LAMDA is run in large spaces such as the Chapel, LAMDA Room or Drama Studio, with only 2 or 3 pupils per group. Pupils will be in the same year group and will be socially distanced from each other, standing in their own bubble. Chairs will be placed for them to sit on to wait their turn and work on their tasks in their folders. One child at a time will perform out to the front of the classroom or at a distance from each other in duologues. The LAMDA teacher will be distanced with a seat at the front of the classroom or a suitable distance apart.

What resources will they need?

Each child has their own LAMDA folder and is provided with any monologues etc he or she will need on email. Pupils will need to bring a pen and their folders with their pieces to each LAMDA class.

Music

How will pupils queue safely to come in?

Pupils will line up outside the PAC, sanitise their hands on the way in and be shown where to sit.

How will the PAC be set up?

Desks and chairs will be set out so pupils will have an allocated seat to avoid unnecessary moving around. Any resources/instruments will be brought to them, having been cleaned between lessons. Desks will face the screen/piano and will be adequately spaced.

What equipment will they need?

Pupils should have with them a pencil case including pencil, rubber and colouring pencils. On occasion, they may be asked to bring their own instrument. This, nor any of their equipment, will be shared with another pupil.

And what about ensembles/activities?

Bubbles can sing together provided they are socially distanced but all other ensembles and musical activities will not proceed for the time being.

And individual music lessons?

These will be recommencing, some of which will take place in larger classrooms than normal and all equipment and surfaces will be wiped down between lessons.

SCHOOL DROP-OFF

MIKE STANLEY

How we will manage school drops?

- Year 3 to 8 will have staggered break-times, lunches and collection times. Drop off has been extended to allow a steady flow.
- On arrival at your child's year group location there will be a member of staff to welcome each child into school and to take their temperatures. The children will then go straight to their allotted classrooms to be registered by their form teacher.
- All classes will continue to follow the hand washing hygiene procedures that were in place last term.
- The children will follow their normal curriculum with their teachers throughout the day.
- Year 3 drop off - by the entrance to the back courtyard.
- Year 4 drop off - via the side door into Year 4.
- Year 5 drop off - via the entrance to the back courtyard.
- Year 6 drop off - by the maths rooms.
- Year 7 drop off - via the Front hall.
- Year 8 drop off - via the front courtyard swimming pool entrance.
- Afternoon pick up: children will be brought outside for signing out at the following times on Monday, Tuesday and Thursday (activity days).
- Year 3 pick up - 15:45 pre-activity by the entrance to the back courtyard. 16:45 post activity pick up from the same exit.
- Year 4 pick up - 16:55 pre-activity via the side door into Year 4. 17:45 post activity/prep from the same exit.
- Year 5 pick up - 16:55 pre-activity via the entrance to the back courtyard. 17:45 post activity/prep from the same exit.
- Year 6 pick up - 16:55 pre-activity by the maths rooms. 17:45 post activity pick up from the same exit.
- Year 7 pick up - 16:55 pre-activity via the front hall. 17:45 post activity/ prep from the same exit.
- Year 8 pick up - 16:55 pre-activity via the swimming pool gate. 17:45 post activity/prep from the same exit.
- On Wednesdays there will be a staggered pick up for Years 3 – 8 between 15.45 and 16.15.
- On Fridays there will be a staggered pick up between 15.45 and 16.55.

SCHOOL TRANSPORT

STEPHEN LAUNCHBURY

How is school transport organised?

The routes will run in a similar style as pre COVID. Pupils from various bubbles are able to travel on each bus but will be spaced (to maintain a 1m + distance) and, wherever possible, only siblings and pupils from the same year group will sit next to each other. In each minibus they will be in constant groups with the same regular pupils on most days.

Will the drivers wear PPE?

The drivers will wear masks whenever there are pupils in the bus.

Can pupils wear masks?

Pupils in Years 7 and 8 may wear masks (age 11+)

How are the buses kept clean?

The buses are cleaned and all touched surfaces wiped after each journey or before the next journey.

STAFF ROOM AND STAFF BREAKS

MIKE STANLEY

Will the staff still take breaks?

Yes, but there will be limits placed on the number of staff who can be accommodated in the staff rooms in both Prep and Pre-Prep. It will be necessary to observe social distancing in these rest areas. The arrangements for Pre-Prep are outlined in their own section. The Prep staff room will be limited to no more than 20 members of staff at any one time. Tea and coffee will be provided by the setting up of a drinks station in the corner of the staff room.

How will staff be able to take a drink - coffee or water

This is a challenging area and one where the risk of cross contamination is high. Staff are encouraged to bring in their own drinks - either a flask of coffee or / and a bottle of water (cycling type bottle not single use plastic). These then can be taken home each evening for a thorough cleaning and refilling for the following day. It is strongly advised that staff adhere to this for their own safety and the safety of others. However, there will be a drinks station in the staff room. Drinks being carried around the school are to be in a lidded mug.

Will the kitchen still be in use?

Yes, but with restrictions. Only one member of staff will be permitted to enter at a time and it is for washing your own mug and not for making drinks. With the exception of the cups, saucers etc used by the Head's PA and the Registrar, there will be no other crockery or cutlery in the kitchen.

Will food be available in the kitchen?

No. The kitchen is a high-risk area and it will be important for it to be kept as clean as possible. As previously mentioned, in the catering section, food cannot be taken from the dining hall.