

# **Cranbrook School June 2021**

## **Standard Operating Procedures**

These operating procedures are updated for the start of half term 19th June 2021 following the updates issued 17<sup>th</sup> May 2021 until further notice as directed by the Government advice and guidance. These procedures follow the Governments guidance [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak) and will be updated according to Government guidance.

*Updates include changes to:*

- *Face coverings*
- *Residential educational visits*
- *Extra-curricular activities*
- *Year 13 not longer in school*
- *Year 11 only in school for Pre A Level courses*
- *End of day timings*

**All students and staff must follow the public health system of controls to minimise coronavirus risks as follows:**

- 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.
- Clean hands thoroughly more often than usual.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Minimise contact between individuals and maintain social distancing wherever possible.
- Where necessary, wear appropriate personal protective equipment (PPE).
- Always keeping occupied spaces well ventilated.
- Face coverings may be reintroduced if advised.

**In response to any infection the following will apply:**

- Engage with the NHS Test and Trace process.
- Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice.
- Promote and engage in asymptomatic testing

**All staff and students need to avoid close contact with another person as far as possible. Close contact means:**

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

## **Cranbrook School Standard Operating Procedures (SOPS)**

### **1. Hand Sanitising**

Every classroom will have a hand sanitising 'station' at the entrance to the classroom and disposable masks for use if a student exhibits symptoms. The teacher will supervise all students in the class sanitising their hands at the following times:

- Arrival for period 1, 3 and 5
- Departure from lessons 2, 4 and 6
- When a student enters and leaves a 'flexible' classroom
- When entering the dining hall
- Students will be briefed on washing hands at other times including after using toilets

### **2. Good Respiratory Hygiene**

Students must use the "catch it, bin it, kill it approach" when sneezing or coughing. Use a tissue or elbow to cough or sneeze into and use bins provided for tissue waste.

### **3. Face Coverings**

Face coverings will no longer be recommended for students in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. Face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).

Students must still wear a face covering on public transport.

### **4. Ventilation**

The teacher arriving in a classroom for the first lesson of the day is responsible for opening windows. Windows in classrooms should be opened sufficiently to allow constant background ventilation. During lessons this can be reduced if very cold but during breaks and lunchtime windows should be left open to purge the air in the classroom space. Classes in rooms period 2 and 4 should leave windows open. Outdoor coats should no longer be necessary. External doors will be left open as long as they are not fire doors.

### **5. Distancing**

- All classrooms must be organised with desks facing the front in rows. There must be a 2m gap from the teacher to the students at the front. Teachers should avoid moving around the classroom.
- Staff should aim to maintain 2m distancing at all times from other staff.
- When outside of classrooms, moving around and in social areas, students should attempt as much as is possible, to maintain a 1m distance from other students. This will not always be possible but should be the aim.
- **In the Sixth Form Centre**, all students should aim to keep 1m distancing from other students. Large groups in close circles and two students sharing seats/chairs is not allowed. Chairs need to remain in correct places only

## 6. Lesson Locations

Each Year Group will be treated as a separate ‘bubble’ and be located within a group of classrooms that they stay in as a single group all day. Year 7 and 8 will be considered as their separate ‘bubbles’.

**Areas and arrangements are as follows:**

	<b>Year 7 and 8</b> See specific arrangements below	<b>Year 9</b>	<b>Year 10</b>	<b>Year 12</b>
	R1	CL1	C1	C2 <sup>1</sup>
	R2	ML1	P1	B2 <sup>2</sup>
	R3	ML2	P2	GG1
	RB2	ML3	B1	GG2 (12)
		ML4	LT	GG3
		MA5	HE3	RE1
			TS	MR
				EN5 (12) <sup>3</sup>
				Hi4 (14) <sup>3</sup>
<b>Entry/Exit Point</b>	Main white doors to Rootes	Yr 9 – Outside door (op. QH) for ML2/3/4 and MA5, Front Car Park door for CL1 and ML1	Corner doors in back Quad near to B1 and LT	All Horsley doors. Side door to PAC. 1 Access via outside fire exit. 2 Access via Waterloo Rd and drive next to CCF. 3 Access via front car park and library stairs
<b>Gathering area</b>	Area next to Rootes, and Gym Lawn	Next to QH area and top of Horsley steps	Whole quad area	SFC upstairs Access via door next to Horsley
<b>Flexible Rooms</b>				
<b>Toilets</b>	Rootes (m) Chem (f) Top level	Horsley (m/f)	Physics (m) Chem (f) Lower level	SFC (m/f) PAC (m/f)
<b>Water Filling Point</b>	Rootes	DH	Rootes	SFC

### **Lesson Locations continued:**

- Yrs 7-10 will stay in their areas all day and move classrooms within their area for different lessons when needed. There may be some limited use of specialist flexible classrooms.
- Yr12 will have lessons in their classroom areas and there may be some limited use of specialist flexible classrooms. They will also be able to use the SFC for PS periods. The SFC will be separated with Yr 12 upstairs and Year 11 coming in for the Pre A level induction will use downstairs. They will have separate entry/points.
- Art lessons will be timetabled in art rooms. Students will only access these rooms from the outside doors. Tables will face forward and be wiped between classes and all students will sanitise hands on entry and exit. A Risk Assessment will be written for Art Room use.

- Drama lessons will be timetabled in classrooms or the Drama Studio or the Queens' Hall. A Risk Assessment will be written for Drama Studio use.
- Food lessons will be timetabled in classrooms – the class will be allowed to be taken to the HE1 if led by the teacher after other classes have settled. A Risk Assessment will be written for HE1 use.
- Music lessons will be timetabled in classroom areas – the class will be allowed to be taken to the Vickers Room if led by the teacher after other classes have settled. A Risk Assessment will be written for Vickers use.
- PE lessons will take place in the SH. Classes will walk there and queue outside the main door to be let in under supervision. PE lessons will be conducted under the control measures of the PE Risk Assessment.
- Games lessons will take place in the SH or outside. Students will meet at a given time at the SH and queue outside. Games will take place under the control measures of the Games Risk Assessment.

## 7. Lesson Timings

Lesson	Start	Finish	Years	Notes inc. Break and Lunch Arrangements
<b>Lesson One</b>	8.30	09.25	Yr 7 – 12 (all years)	<b>Gathering area:</b> SF – SFC, Yr 10- Quad , Yr 9-outside Horsley and QH, Yr7/8-next to Rootes. <b>Entry Doors to classrooms:</b> Yr 12 - various Yr 10 –Back Quad door to Physics/LT area only Yr 9 – Outside door (op. QH) for ML2/3/4 and MA5, Front Car Park door for CL1 and ML1 Yr 7/8 – Main Rootes door only
<b>Lesson Two</b>	09.25	10.20	All	
<b>Tutor Time</b>	10.20	10.40	All year groups	In Tutor rooms
<b>Break</b>	10.20	10.40		<b>Outside supervised areas</b> Yr 7 and 8 - The Cage and surrounding area Yr 9 – Horsley area Yr 10 – Quad area
<b>Lesson Three</b>	11.00	11.55	All	
<b>Lesson Four A</b>	11.55	12.50	Yr 7-10	
<b>Lunch Break A</b>	11.55	12.50	Yr 11, 12	<b>Lunch rota</b> 11.45 – 12.15 Yr 12 (tables wiped afterwards) 12.15-12.30 Yr 11 (tables wiped afterwards) When not in lunch, Yr 12 be in boarding houses or the SFC or outside area nearby.
<b>Lesson Four B</b>	12.50	13.45	Yr 11, 12	Yr 11 are allowed a short break in classroom between lessons
<b>Lunch Break B</b>	12.50	13.45	Yr 7, 8, 9 and 10	<b>Lunch rota – eg:</b> 12.40 – 12.50 – Yr 7 and 8 (tables wiped afterwards) 12.50 – 13.10 – Yr 9 or 10 (tables wiped afterwards) 13.10 - 13 30 – Yr 10 or 9 (tables wiped afterwards) <b>Outside supervised areas</b> Yr 7 and 8 - The Cage and surrounding area Yr 10 – Quad area (all days), Astro (Tues, Weds, Fri). Yr 9 - Horsley area (all days), Astro (Mon, Thurs) Cage area (Fri)

				At 1.30 Yrs 7/8 will return to their tutor base for 15 minutes reading time supervised by Library Staff.
<b>Lesson 5</b>	13.45	14.40	All	Games lessons for Yr 7 - 11 start at 13.30 (meet at SH) Yr 11 are allowed a short break in classrooms between lessons
<b>Lesson 6</b>	14.40	15.35	All	

### **8. Use of 'Flexible' Classrooms**

As these classrooms will be used by different year groups, the following additional conditions will apply:

- Students must sanitise their hands when entering and exiting the room
- Tables and the back of chairs must be cleaned at the end of the lesson (by students)
- Any equipment that could be used by another Year group class must be cleaned at the end of the lesson

#### **Entry to flexible rooms as follows:**

- Drama studio – outside fire door
- Food – the outside door accessed all the way around the back of Art and Biology (except Yr 10 who can use the corridor)
- Vickers – main door to PAC
- Art – outside doors round the back of Rootes (except Yr 10 who can use the corridor)
- SH - main doors to Sports Hall

### **9. Entry/Exit to Year Group areas**

Each year group must only use the entry/exit points for their area and the specific doors allocated to classrooms within their area. This will avoid any contact between year groups in corridors and minimise movements and crowding around school.

In particular:

Year 9 - Outside door (op. QH) for ML2/3/4 and MA5, Front Car Park door for CL1 and ML1

Year 10 - Corner doors in back Quad near to B1 and LT

### **10. Morning Arrival**

8.30 – All Years 7 - 13

- On arrival students should go straight to their classrooms for the first lesson where the teacher will be waiting in the classroom.
- Students should not queue in corridors but enter and sit down straight away at their desk.
- The teacher will supervise the students using hand sanitiser as they enter the room for lessons 1, 3 and 5. The lesson may not start for a few minutes. Students will be encouraged to arrive at the correct time but if they have to arrive earlier, they should only be in the gathering area for their year group and not be elsewhere.
- Teachers will need to be in the classrooms ready for the students from 8.20.

### **11. Afternoon Departure**

- 3.35 as normal.
- Students should leave the site promptly including boarders and day students. Those who get buses should go straight to the bus queue and not mix with other year groups. Students are not allowed to congregate in groups in town after school or stay in school in groups unless they have an activity.

Parents will be asked not to allow students to remain at school (unless they have an activity) or congregate anywhere locally off site.

### **12. Lesson Change Overs for Years 7 to 10**

Five minutes before the end of the lesson, a bell will ring and students should then, as directed by the class teacher, pack up and leave for the next lesson. The teacher should control the exit to avoid large numbers of students in narrow corridors at the same time. The teacher will ask and supervise students to sanitise their hands on exit from lesson 2, 4 and 6. The teacher will leave the classroom when the corridor areas are quieter. This does not apply so much to sixth form lessons but the teacher should ensure hands are sanitised on exit from lesson 2, 4 and 6. Behaviour during this period of lesson changeover is expected to be sensible and calm with all students mindful of not only normal classroom behaviour expectations but also the COVID system of controls.

There will be no 5 min warning bell at the end of lesson 4A (12.50) – teachers should control the exit at this time to avoid large numbers in corridors.

### **13. Tutor Time**

Tutor time will take place every day for all year groups lasting for 20 mins at 10.20. Year group assemblies and House assemblies will now take place in the Queens Hall. All tutor groups will take place in classrooms timetabled within the year group area. The only exceptions to this will be School Lodge, Cornwallis and Crowden which will meet in their boarding house.

### **14. Tutor Group Locations**

For this period of time, tutor groups will only meet in their allocated year group hub areas as follows:

<b>Day Houses</b>	<b>WEBSTER</b>	<b>ALLAN</b>	<b>HORSLEY</b>	<b>LYNX</b>		<b>SELLERS</b>
<b>YEAR 9</b>	ML3	ML1	ML2	CL1	<b>7S- SR</b>	RB2
<b>YEAR 10</b>	LT	P1	P2	B1	<b>7S – SJE</b>	R3
<b>YEAR 12</b>	C2	MR	GG1	GG3	<b>8S - NP</b>	R1

<b>Boarding</b>	<b>CORNWALLIS</b>	<b>BLUBERY</b>	<b>CROWDEN</b>	<b>RAMMELL</b>	<b>SCOTT</b>	<b>SCHOOL LODGE</b>
<b>YEAR 9</b>	<b>CORNW ALLIS</b>	<b>MA5</b>	<b>CROW DEN</b>		<b>ML4</b>	<b>SCHOOL LODGE</b>
<b>YEAR 10</b>		<b>C1</b>		<b>HE3</b>	<b>TS</b>	
<b>YEAR 12</b>		<b>B2</b>		<b>RE1</b>	<b>GG2</b>	

**Note – Blubery, Rammell and Scott may also have tutor/House meetings in the boarding house on some days**

### **15. Lunch Arrangements**

- Year groups will not mix with each other. Year groups should line up outside the Dining Hall observing the distance indicators along the railings. Masks must be worn when queuing outside and when collecting food. They may be taken off when at the table. They will be directed into the Dining Hall in small groups to enter a thumb print and then immediately sanitise hands before collecting a tray and cutlery. Students will sit where directed by the member of staff or prefect on duty. After eating the students can go to their outside supervised area. The tables will be spray cleaned by a member of the kitchen staff after each Year group.

- No staff will eat in the Dining Hall. All staff who wish to will order at the start of the week and be provided with lunch to be picked up from the kitchen window at the side.
- Wet lunch or break – students will return to the classroom in their year group area.

#### **16. Student Movements during the Day and after School**

- For all lessons, in all Year groups, students should not queue in corridors but go straight in to the classroom and sit down at their individual desk according to the seating plan.
- **Years 7-10** – All day students will be required to be on-site all day. Students are not allowed to go into town once they have arrived in school before 08.30 or meet up in town. Students must not move outside their year group supervised areas at break or lunch. Boarding students are to return to boarding houses when necessary or directed but must only take the normal direct route and not go anywhere else. No students will be allowed to go into town.
- **Years 12** do not have to be in school before their first lesson unless this is lesson 3 or later, in which case they must be in school for tutor time. They do not have to be in school after their last lesson of the day. Parental permission will be sought for the days they arrive late or leave early. Boarders will be allowed back to boarding houses during lunchtime and PS time (but nowhere else). No Year 12 will be allowed into town during the school day unless it is to travel to or from school.
- Day Students should go straight home after school unless they have a school activity or are working. They are not allowed to meet up in groups and go into town or elsewhere.

#### **17. Specific Arrangements for Year 7 and 8**

- Each class remains in 1 classroom for (almost) all lessons.  
7N – RB2, 7S-R3, 8S -R2, 8N – R1
- Tutors make a seating plan which is stuck to the front desk. Students stay in these seats for (almost all lessons). Seating plan can change every 2 weeks over a weekend.
- Students arrive at school and go straight to classroom
- Lessons begin at 8.30
- Each classroom is accessed by the external door only which avoids all crossing in corridors.
- Between lessons, students remain in their seats, take out new books and then read quietly until the next teacher is ready to begin the lesson.
- **Break - 10.20-10.40**  
Students play in the Cage or surrounding area
- **Lunchtime**  
Students go to lunch in their Tutor Groups. Release from lessons is staggered in 5 min intervals from 12.30. Students play in the Cage at lunchtime – divided Yr 7 and 8  
Students are brought in at 13.30 and return to classrooms for 15 mins of private reading.
- For practical subjects (Food, Art, Drama) where 2 tutor groups mix, students are seated on the 2 sides of the classroom and are more than 2m apart at all times.
- For Games, students wait in their classrooms at 13.30. Sports staff arrive and supervise hand sanitisation before walking them to games

#### **18. Equipment**

Students should bring everything they need for the day in their own bag which should be kept in designated areas for their year group or classes or carried with them. No items should be left out. There should be no sharing of personal equipment such as stationery or drinking bottles etc.

### **19. Uniform**

Normal school uniform and sixth form dress code will apply for all days. The exception to this is that students of any year group will be required to come to school in PE kit with a school track suit when they have a games afternoon or PE lesson. With the increased ventilation students will be allowed to wear coats in class when necessary. They should still wear a school blazer and a maroon school jumper under the outside coat.

### **20. Behaviour**

Any student who presents challenging or unacceptable behaviour in relation to the points above and including purposefully coughing on someone or spitting, will face a sanction consistent with the consequences of misbehaviour detailed in the schools Behaviour For Learning Policy and Behaviour Addendum. Rewards and recognition will be allocated to individuals and groups of students who are actively supporting and promoting the school's system of controls in these challenging times.

### **21. Staff Movements & Information**

Teachers will need to move to the classrooms timetabled for their lesson (so are not likely to be teaching in their subject rooms). Teachers should maintain 2m distancing from students and other staff as much as possible and minimise time spent within 1m of anyone. All classrooms will be risk assessed and have a clear 2m distance from the front of the class to the students. Teachers should reduce movement around the classroom during a lesson.

Face coverings need only be worn where social distancing is not possible.

If using shared equipment such as photocopiers, antibacterial wipes are to be used to clean afterwards. Staff will consider the use of e-mail and phone calls as alternative to face-to-face meetings. Teachers should use and carry their own personal equipment such as board pens, board erasers as much as possible.

When not teaching, staff should keep to their departments where possible and when in office areas maintain a 2m distance from other staff. A 2m distance from others should also be maintained in the staff room.

### **22. Classroom management and protective items**

- As much as is possible, under the direction of the site manager, cleaners should check classrooms for sufficient hand sanitiser and to ensure that the table layout is correct.
- HODs, as much as is possible, should check their own departmental classrooms to

### **23. Staff Meetings and briefings**

If any meeting is held face to face this must include 2 metres distancing and in a well-ventilated room. Monday break meetings will be moved to 3.45 on Teams so that all teaching staff can attend. The Teams meeting will be recorded and made available for staff who are unable to access Teams at the time. Normal scheduled Monday meetings to continue afterwards.

### **24. Parents Evenings and Open Events**

All Parents Evenings and Open Events will be held virtually.

### **25. Visitors**



No visitors should visit the school unless necessary. Parents and other visitors should not arrive at school without an appointment and should use alternative methods of communication such as Teams, wherever possible. Where it is necessary for them to come to the school they must adhere to social distancing and hygiene rules. If they enter Barham House they must use the hand sanitiser on entry and should wear a mask. Meetings with parents should be 2 metres apart and be as brief as possible. Specialists, Therapists, and other support staff for students should provide intervention as usual whilst adhering to above rules.

## **26. Educational Visits**

In line with the Governments roadmap, educational day visits can resume from 12 April 2021.

Any educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes the system of controls, such as keeping children within their consistent groups, and the COVID-19 secure measures in place at the destination.

Full and thorough risk assessments will be carried out in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used and ensure awareness of wider advice on visiting indoor and outdoor venues. We will also consult the health and safety guidance on educational visits when considering visits. The trips committee will advise and agree on any educational visits.

In line with the Governments roadmap, schools can undertake domestic residential education visits from 17 May 2021.

Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time.

Children will be kept within their consistent groups (bubbles) for the purpose of the visit.

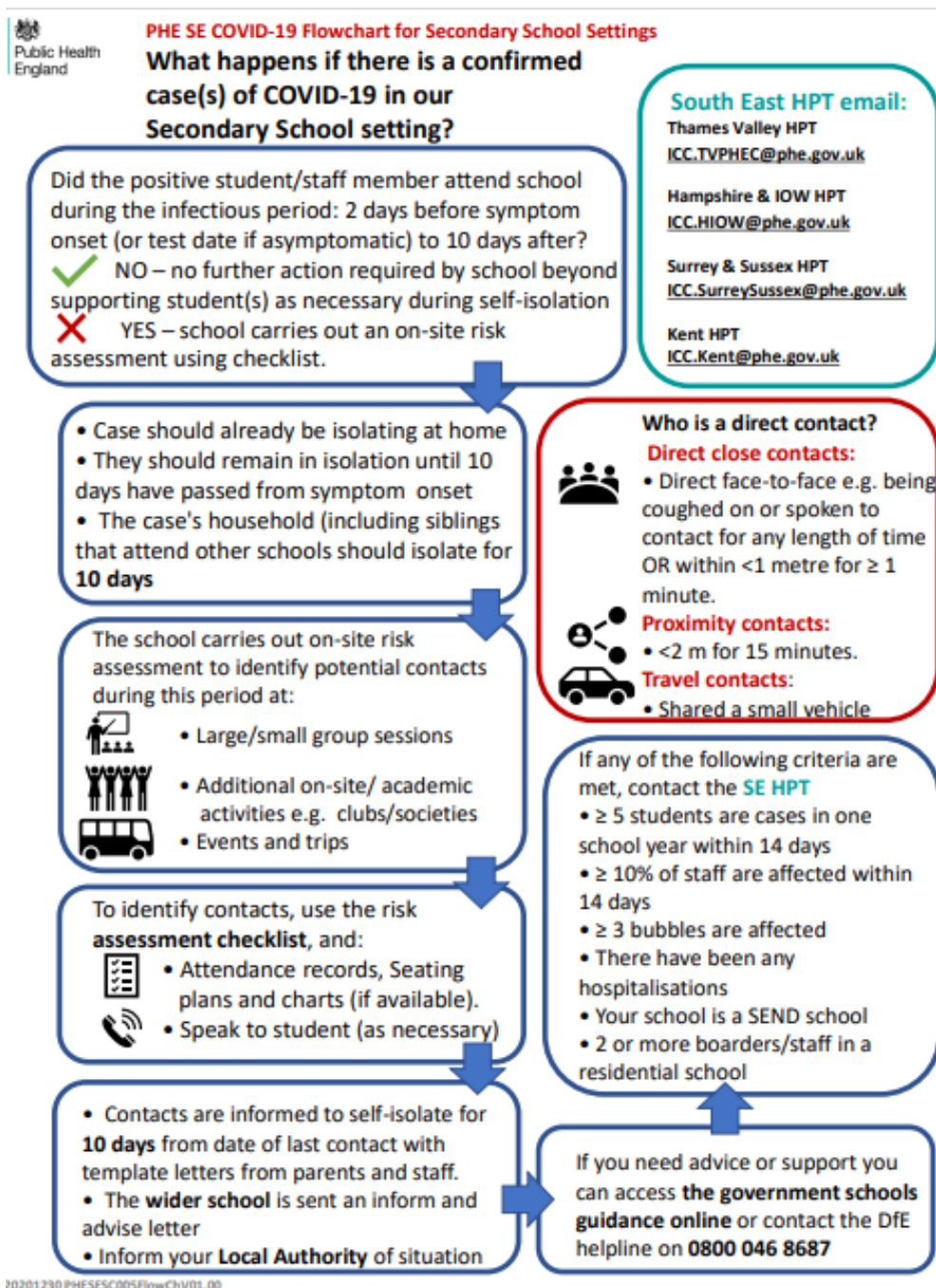
## **27. Extra-curricular Activities**

Activities can now happen both indoors and outdoors. From 17 May, in line with the commencement of Step 3 of the roadmap, where extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number. However, it remains important to continue to minimise mixing between students, where possible and this can be achieved by continuing to keep students in year group bubbles or in smaller groups. Size of the meeting space as well as ventilation will be taken into account when planning.

## Cranbrook School Procedures – Suspected Case of COVID-19

Refer to the following online documents for most up to date information:

- DfE [Symptomatic children action list FE \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/94212/symptomatic-children-action-list-fe.pdf)
- PHE SE Educational Settings Working Group Covid 19 Resource Pack
- PHE flowchart [PHE SE Flowchart for Secondary School Settings](#)



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If anyone in school becomes unwell with:

- a new, continuous cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours) or
- a high temperature, or
- has a loss of, or change in, their normal sense of taste or smell (anosmia)

they must be sent home and be advised to follow Government guidance [COVID-19: guidance for households with possible coronavirus infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-for-households-with-possible-coronavirus-infection) This sets out that they must:

- self-isolate for at least 10 days (household to isolate for 10 days)
- arrange to have a test to see if they have coronavirus (COVID-19)

## **If a student displays symptoms at school**

1. Ask student to wear a mask and go directly to the Med Centre to wait at the entrance. Tell them to keep 2 metres away from anyone and not touch anything. Notify the Med Centre that a student will be arriving.
2. Staff/other students who have had contact with the symptomatic student must wash their hands thoroughly for 20 seconds or thoroughly sanitise their hands.
3. Med Centre to contact Reception to report a student with symptoms. Reception to organise for Site Team to thoroughly disinfect/clean all surfaces and contact points they came into contact with including door handles, stairwells, the bathroom if used. (“one site, one wipe, in one direction”). This may mean moving a class outside or to another room in the bubble if possible.
4. Med Centre to call parents/legal guardian to collect student and take them home. Advise them that the student as well as all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection. Advise them to get the student tested and notify us of the results asap. Home test kits (PCR) should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere – this will mainly be for boarders.
5. While the student is awaiting collection, move them to an isolated room in Med Centre at least 2 metres away from other people and open a window for ventilation.
6. Med Centre staff caring for a student while they are awaiting collection should maintain 2 metre distancing. If not possible, they should wear suitable PPE.
7. If the student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
8. Once the student has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with including door handles and the bathroom if used.
9. PHE England advice is that we do not need to send other students or staff home at this point. Await test results.
10. Med Centre to update LG on situation. DH to inform Attendance Officer and HOH. Record 1<sup>st</sup> day of symptoms.
11. PHE do not routinely advise that educational settings inform parents of a suspected case but school may decide to do so.

## **If a staff member displays symptoms at school**

1. Put on a face covering and inform LG. Avoid contact with anyone in school and go home immediately.
2. LG to contact AMB to organise cover for day of leaving and future days if needed.

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3. Reception to organise for Site Team to thoroughly disinfect/clean all surfaces and contact points they came into contact with including door handles, stairwells, the bathroom if used. (“one site, one wipe, in one direction”).
4. Staff member advised that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection. Also advised that they should get tested and notify us of the results asap.
5. PHE England advice is that we do not need to send other students or staff home at this point. Await test results.

### **What to do if a student or staff member tests negative for coronavirus**

Symptomatic students / staff member can return to school as long as they are well enough and have had a negative PCR test. Members of the household can stop isolating.

### **Cranbrook School Procedures - confirmed single case or outbreak of COVID-19**

Student / staff member will need to isolate for 10 full days. Contacts will need to isolate for 10 full days. Day 1 starts on the day after the first symptoms or the positive test.

#### **Our steps - subject to advice from DFE helpline**

##### **Day Covid Emergency Team CET**

- i. Head – Will Chuter*
- ii. Deputy Head – Mandy Smart*
- iii. Bursar – Karen Radford*
- iv. Director of Boarding – Kirstie Burnett*
- v. Head Nurse – Gemma Warburton (or nurse on duty)*
- vi. Office Manager – Sam Gleadow*
- vii. Assistant Head – either Chris Johnson (7-11) or Dave Swinburne (6<sup>th</sup> form) depending on year group affected*
- viii. To be notified: Attendance Officer -Sarah Hollands*

#### **If Single Case of confirmed of Covid 19**

1. Any of the CET be notified of a positive case through parents or PHE. First person to notify Mandy Smart by phone.
2. MAS to contact rest of CET and arrange a meeting if necessary (Teams or in person, distanced) **MAS**
3. Identify year group and date of first symptoms **CET**
4. Contact Tracing. As soon as possible, identify close contacts during the 48 hours prior to onset of symptoms – likely to be year group classes but check for peripatetic music classes, engagement with AEN, medical centre, sports, also any shared lifts to/from school. To be shared with Covid Emergency Team. (See Contact Tracing Procedures)
5. Close contacts asked to isolate at home - 10 days from onset of symptoms by positively tested individual
6. Communications with all students and parents of those having to isolate with instructions of isolation procedures.
7. All those isolating will receive remote learning at home.

## Confirmed outbreak of a number of cases of Covid 19

1. Any of the CET may be notified of a positive case through parents or PHE. First person to notify Mandy Smart by phone.
  2. MAS to contact rest of CET and arrange a meeting if necessary (Teams or in person, distanced) **MAS**
  3. Identify year group and date of first symptoms **CET**
  4. MAS or other member of CET to call DFE Helpline on 0800 046 8687 and select option 1 for advice. Carry out rapid risk assessment and identify appropriate next steps. [The following steps may change in response to DFE helpline advice].
  5. As soon as possible, identify close contacts during the 48 hours prior to onset of symptoms – likely to be in year group classes but check for peripatetic music classes, engagement with AEN, medical centre, sports, also any shared lifts to/from school. (see Contact tracing Procedures) To be shared with Covid Emergency Team.
  6. Arrange for identified close contacts to be sent home to isolate – 10 days from onset of symptoms by positively tested individual.
  7. Email to be sent to all staff – name and year group will be shared with relevant staff but this should **NEVER BE MADE PUBLIC TO OTHER STUDENTS/PARENTS - WC.**
  8. LG members to notify students while in bubble classrooms – as far as possible reduce any further interaction between close contact students. **LG**
  9. Parentmail to be sent out to close contacts requesting students are collected asap and informing contacts that they need to self-isolate for 10 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection – see appendix A “Letter for close contacts” - **WC - SG.** Parents to inform SG when they are able to collect their child. Close contacts to be moved to suitable space to await collection (are will depend on numbers affected and time of day and therefore space available). Day students to remain in waiting area from that moment – no further mixing unless lunchtime or toilet needs (students to wear masks going to lunch and to increase care in sanitising) - cover team, free LG, free HOH, Senior teachers to supervise year group area.
  10. Collection times to be relayed to students in their waiting area for dismissal as and when parents arrive.
  11. Year group area to be initially wiped clean – all possible surfaces that students have had contact with including door handles, year group toilets, banister rails etc (to be thoroughly cleaned once students have left but cleaned immediately to reduce any further spreading of virus while area is still to be shared. Includes boarding houses. Includes flexible classrooms that may have been used by positively tested individual or year group in last 48 hours. Appropriate PPE to be worn (gloves and aprons) **KR (site team) KB (boarding houses).**
  12. Once houses are ready to receive them, close contact boarding students to be sent back to boarding houses. **Instruction to be issued by KB.** HOBH to return to house to supervise. If cover implications AMB to be notified as well as staff to cover lessons (KB, ACC, NW, CP, PR)
  13. Supervising staff to increase vigilance in social distancing, hand sanitising and wear face coverings
  14. Arrivals team to organise dismissal of students from site as parents arrive – coordinated by MAS and SG with support.
- Parentmail to be sent to all parents – appendix B “Advice to all parents” **WC adapt as necessary**
  - Once all students have left the year group area this area and any other shared flexible classrooms should be cleaned thoroughly following “COVID-19: cleaning of non-health care settings outside the home”.
  - Year group teachers to ensure remote learning materials available for next few days lessons. **Teaching staff**

7<sup>th</sup> June 2021

- Next day: year group teachers to provide remote online lessons to isolating close contacts
- Over subsequent days contact with positively tested student to check on their health and wellbeing **MAS/HOH**
- Contacts of contacts or households of contacts will NOT need to isolate unless they subsequently develop symptoms.
- School must not share the names of people with coronavirus (COVID-19) unless essential to protect others.
- LG to inform teachers of the students who will be self-isolating – remote learning access to be shared with these students.

## **Boarding Covid Emergency Team CET as above to include Head of relevant House**

### **Boarding students**

1. Any of the above may be notified of a positive case through parents or PHE. First person to notify Kirstie Burnett / Mandy Smart by phone.
2. MAS to call each other member of team (meet/Teams/phone call depending on time of day) **MAS**
3. Identify house and year group and date of first symptoms. **CET**
4. Identify contacts during the 48 hours prior to onset of symptoms – likely to be house and year group classes but check for peripatetic music classes, engagement with AEN, medical centre, sports, also any shared lifts to/from school. Also check if student had been home in last 48 hours. To be shared with Covid Emergency Team.
5. MAS to call DFE Helpline on 0800 046 8687 and select option 1 for advice. Carry out rapid risk assessment and identify appropriate next steps.
6. If previous 48 hours included a visit home, letter home needs to include advice for family household to isolate for 10 days from onset of symptoms by positively tested individual.
7. In boarding:
  - a. Email to be sent to all staff in students boarding house– name, house and year group will be shared with relevant staff but this should NEVER BE MADE PUBLIC TO OTHER STUDENTS/PARENTS - **WC**.
  - b. HOH to notify students in house. - **HOH**
  - c. Parentmail to be sent out to implicated house and/or year group and any other close contacts explaining that they need to self-isolate for 10 days in line with guidance for households with confirmed coronavirus (COVID-19) infection – see appendix B “Letter for close contacts” - **WC - SG**. Some students may have requested to return home to isolate rather than isolate in house. Departures to be arranged with HOH.
  - d. House areas used by student in last 48 hours to be cleaned according to guidance. Appropriate PPE to be worn (gloves and aprons) **Arranged by HOH**