

## **Kingswood School Covid-19 Protocols**

*Initially communicated to all parents and staff on 26 August 2020 and updated as necessary since.*

The key to our approach will be to maintain the measures below:

- Ensuring anyone with covid-19 symptoms does not attend School;
- Increasing hand hygiene;
- Increasing cleaning routines;
- The use of "bubble" groupings;
- Maintaining social distancing wherever possible.

Further information on some of our new procedures is detailed below. I believe this will answer the most important questions that you may have at this time and I would ask you all to read it very carefully.

### **Bubble groups**

We have chosen Year Groups as the bubble groups for all children and this will limit the children's contacts to no more than 15 other children who they will mix with, both in the classroom and in the playground. Classroom staff will also be part of the class bubble ensuring that there will be no risk of contamination through a teacher mixing with children outside of his/her class.

### **Classroom Organisation**

To provide greater safety in the classroom, all children will be seated facing front. Communal equipment such as soft toys and computer keyboards will be removed from classrooms before the start of term. To increase ventilation throughout the School, classroom doors and windows will be kept open as much as possible.

### **Playground Organisation**

Classes will use the playground on a rota basis and communal play equipment will not be used by children this term.

## **Arrival/Departure**

There will be separate arrival and departure times for each class. The classroom staff will meet the children at the pedestrian gate where they will take their temperatures on entry. This may cause a degree of queuing and we would ask that parents come prepared to wait, if necessary, while observing the normal rules of social distancing.

## **Siblings**

For parents who have more than one child at the School, you may, if you wish, bring siblings to the gate along with the child who has the earliest arrival time slot and we will arrange to take all the children in a family at the same time. Similarly, to ease congestion, all members of the same family will be dismissed at the same time at the end of the school day.

## **Additional Temperature Checks (*updated 6 Nov 20*)**

In addition to checking all pupils' and staff members' temperatures upon arrival at the School, classroom Staff will perform a second check of all pupils (and themselves) at afternoon registration. Additional confidence checks will be made at any point in the day if staff suspect that any person might be displaying symptoms of coronavirus. *(The School Bursar is responsible for ensuring that the temperature checks are carried out on any adults who do not belong to a class bubble.)*

## **Early/Late Clubs**

I regret to inform you that no early/late clubs will be possible at the present time. This includes the early and late room facilities and other mixed-class activities such as Sports Club and Dance Club.

## **Assemblies/Choir Practice etc**

In line with keeping children and staff in their separate class bubbles, there will be no mixed group activities such as whole-school or key stage assemblies and singing practice. Such activities will,

instead, be carried out by class teachers in their own classrooms.

### **Hand Hygiene**

Hand hygiene is a key element of the controls for coronavirus and teachers will be reminding children to wash/sanitise their hands at strategic times, including giving reminders about how to do this thoroughly. To help in this process we ask all parents to send their children into School with a personal container of hand sanitiser which can be kept on each child's desk.

### **Social Distancing - Pupils**

Whilst at School, the children will only be able to mix with other children in their class bubbles and with their classroom staff who will not mix with others outside of that bubble.

### **Social Distancing - Parents**

In the interests of everyone's safety, I regret that we will not be able to invite parents to join us on site during the current crisis. You will be able to speak briefly with classroom staff at arrival and departure times but we would ask you to communicate with teachers using their class email addresses and with office staff using the info or bursar email addresses.

### **Social Distancing - Contractors**

We do not plan to have any contractors on site during the school day this term. Should it prove necessary to have urgent, unplanned, repair work carried out, we would assess the risk at the time and, if we felt there was any potential danger to the pupils, we would close the affected part of the School for the duration of the work and then follow that up with a deep clean.

### **Social Distancing - Visitors**

We do not anticipate many visitors needing to come into the School but, if it should prove necessary for us to accept a visitor, we shall ensure that such persons are kept well away from the pupils.

## **Sun Screen**

If we have any hot sunny days this term, we would ask that you apply sun cream before bringing your children to School or send them in with a personal bottle to remain on their desks. Please note that school staff will not apply sun cream to your child.

## **Lunchtimes**

To maintain the integrity of the class bubbles, classes will have staggered lunchtimes. Pupils and staff will collect their meals from the kitchen hatch at allotted times and take them directly to their classrooms to consume them well away from others.

## **Break times**

Break times will also be staggered. Pupils and staff will remain in their class bubbles during break times.

## **Books/Homework**

We do not wish school books to travel between School and home. Accordingly, teachers will only give homework which does not require work books or other items travelling to and fro.

## **PE/Games**

To eliminate the need for children to bring in PE/Games kit and bags we shall be asking for children to come into School dressed in their sports kit which they will remain in for the whole of the day. In a bid to avoid cross-contamination, there will be no sports activities off site in shared facilities such as the swimming pool and the Shirley Institute.

## **Teacher/Parent Meetings**

We do not plan to have any teacher/parent meetings unless absolutely necessary in which case they would have to be conducted following strict protocols. We would prefer, wherever possible to communicate by email or telephone or, if necessary, via online methods such as video calling.

### **Communication via class email**

At the start of the term, the teachers will email you to ensure that you have their class email address. Teachers will check for messages each day and I would encourage you to make use of this facility.

### **Siblings**

Apart from arriving and departing together, we will not be expecting siblings to mix with each other during the school day.

### **Pencil Cases**

To eliminate the need for school bags etc to come into School, the teachers will be asking pupils to bring writing implements in a pencil case which can be kept on the children's desks.

### **Snacks**

As always, we will be encouraging children to bring in a healthy mid-morning snack. If possible, we would ask that this comes in disposable wrapping.

### **Water bottles**

Could we ask that you send your child in with a water bottle clearly marked with his/her name which can be kept on your child's desk.. Classroom staff will arrange for these to be refilled from water jugs as necessary.

### **Uniform**

At Kingswood, we consider uniform to be an important part of what we do and we expect every child to arrive at School smartly dressed in the proper school uniform. However, we appreciate that many children will have grown out of some items of their uniforms during last term and we would ask, therefore that you send your child into School dressed tidily and wearing the items of uniform that still fit. In addition, we would ask you to note that, this term, we shall have a "no hats policy" for all children.

## **Bags**

As with hats, we ask that you leave your children's bags at home.

## **Coats**

Instead of hanging coats on the communal coat racks in the hallway we shall be asking children to put them on the backs of their chairs in the classroom. It would be helpful, therefore, if children only brought coats to School during periods of inclement weather.

## **Other items / Show and Tell**

I regret that we shall not be able to do "Show and Tell" activities in School and would ask that the children do not bring into school items of any kind unless they have been specifically asked to do so by their teacher.

## **What to do if a member of the family is showing symptoms**

It is very important that, should any member of your family be showing symptoms of infection, you keep your children off school for 14 days or until they receive a negative test result. Please inform us as soon as possible, as we might need to take some decisive action. If more than one person from a class group is in this situation at the same time, we would need to inform the Local Authority and may need to close the whole school or part of it.

## **Children's mental health/wellbeing**

One of the reasons given by the Government for wanting all children back in school is a concern about the children's Mental Health/Wellbeing. If you have any concerns regarding your own child, I would ask that you let us know as soon as possible. Please contact the class teacher or school office as appropriate or, if you wish to keep it between yourself and myself, you could email me at [headmaster@kingswoodschoo.co.uk](mailto:headmaster@kingswoodschoo.co.uk).

## **Finale**

I am sorry that this has necessarily had to be such a long letter with

such a long list of does and don'ts. However, I am sure that you will agree with me that it is important that we are all party to the same information before the start of term so that we can all be following the same essential protocols from the outset.

I am sure that our experiences at the start of term will appear quite surreal and I appreciate it will take a little time for us all to get our heads around the changes. That said, it will probably seem more surreal to the children and I am hoping that, if we show a united front, their anxieties will be minimised.

Thank you for reading this all carefully. You should receive a class teacher's letter shortly which will give you some class-specific information.

We are all very much looking forward to seeing the children back in School but, until then, I hope you enjoy what is left of the summer weather.

*Extract from Headmaster's letter to parents dated 26 August 2020.*