



Serva Fidem

Headmaster: Mr. Duncan Murphy BA (Hons), MEd, FRSA
Member of IAPS & Society of Heads

Wednesday 20th May 2020

Re: Information and Preventative Measures for a Phased Return to KHS

Dear Parents

I write with information about the preventative measures we are working on to ensure a safe, phased reintroduction for pupils and staff to the school in the weeks ahead. You will be aware that government guidance is being updated daily, and that the return to school will be predicated on a number of measures regarding the spread and prevalence of Covid-19. We are issuing these details today to reflect our current plans, but these may alter if guidance changes, or where we are unable to staff the provision.

Whilst there is excitement amongst the teaching and support staff about the prospect of the boys returning, I should add that it is tinged with a sense of great responsibility. As we progress towards a phased return for some pupils from Monday 1st June, it is essential that boys, parents and staff continue to work collectively, showing the same endeavour and collegiality that have made home learning such a great success. It will be a very difficult transitional period for all concerned but I am confident we can make it work thanks to our great team ethic.

Parents of boys in Year 1 and Year 6 have been contacted about the potential for them to come back to school after half term and we will write to parents of each year group in advance of their scheduled return, as and when further information becomes available. After we have discerned approximate numbers, parents will receive an additional communication from Ian Mitchell or the relevant Divisional Head with details of the day to day timings and logistics of coming into school. Please be aware that this may change each week dependent upon the number of boys and staff on the school site.

Naturally, we are following government guidance closely in every respect and a full risk assessment will be available on the school website before half term, which I would ask you to read carefully. I am hugely grateful to Katie Edwards and Sally Witts, to whom the lion's share of this significant remit has fallen, for their hard work and infinite patience - but even with all these safeguards in place, I must explain to you that since schools are innately human places, it is simply not possible to offer you a failsafe guarantee.

In summary, if your child returns to the school before the end of term, we promise to uphold sensible precautions - but you are taking an informed decision. The preventative measures are overleaf for your convenience, together with some further information about the culture of ensuring a safe return and some FAQs.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Duncan Murphy'.

Duncan Murphy
Headmaster



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SUMMARY OF PREVENTATIVE MEASURES FOR A PHASED RETURN TO KHS

General:

- A comprehensive risk assessment will be put on the school website
- No parents should enter the school site without a prior appointment
- Only essential contractors and visitors will be permitted into the school and they must sign a health declaration
- There will be signage in place reminding people of social distancing
- Two metre spacing will be marked on paths
- Two metre spacing will be marked in corridors, Langland's and the Main House reception area
- A plastic screen protection will be erected in the school office
- A one way system will be established around the site and through key teaching areas
- A one way system will operate in through the changing rooms and out of Langland's lavatories
- Boys will be restricted to use of bathroom visits – we will minimise numbers in toilets to three only at any one time with signs on the door to this effect
- We will operate a supervised, staggered drop off and pick up system at a designated point of the school with spaced markings while awaiting collection
- No materials should be brought into school from home under any circumstances apart from books and resources on the first day only and a packed lunch thereafter

Hygiene:

- A thorough clean will be undertaken every evening by our cleaning firm
- During the day, there will be additional, regular cleaning of doors, handles, light switches, desks and any other equipment as required (by our kitchen staff)
- All classes will be resourced with: spray disinfectant, soap, hand sanitizer, paper towels and a separate bin for tissues
- There will be regular reminders about hygiene – how to cough, sneeze and wash hands effectively
- A central reminder will be issued by the school office through the day about washing hands on arrival, after breaks, before and after lunch, after options, after toilet visits and before going home
- Doors and windows will be kept open to ensure good ventilation

Classes:

- Pupils will be allocated to groups (bubbles) of no more than 15 in total with whom they may interact, social distancing notwithstanding, in lessons or at break times
- Hazard tape will separate staff from pupils
- Desks will be spaced out appropriately and clearly marked for each pupil
- Bags and books should be brought in on the first day back and then left at school
- Other resources will be provided by the school and left on pupils' desks
- All tangible 'distractions' will be minimised and removed from classes, if required



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Teaching:

- Staff working from school will use a laptop in order to make lessons accessible to those pupils who are learning from home via Teams – this will occur for as long as practically possible.

Groups (Bubbles):

- Each group of pupils will be segregated from other groups
- Breaks will see boys play in their groups in different areas of the playground or field but with social distancing guidance explained and monitored by duty staff
- Packed lunch will be eaten in groups – either in class or outside, weather dependent
- There will be an allocated toilet for each group

Options: Music, Art, DT (& Sport)

- The relevant teaching staff will go to their group and teach them in the appropriate classroom (or outside)
- There will be no unnecessary movement around the school

PE & Recreation:

- Only those sports where social distancing can be observed will be undertaken
- There will be a minimal use of equipment – i.e. only things that can be cleaned quickly and effectively between sessions
- Footballs will be kept within the same group (marked)
- Plentiful use of astro, playground and field will enable plenty of fresh air, weather permitting
- There will be no use of the adventure trail or willow village

Uniform:

- In order to keep things simple, pupils should wear clean, smart KHS sports uniform and trainers each day because this minimises the need for changing - subject to review each week.

Staff:

- Measures are in place to expedite social distancing in the staff room and to provide an outside area for break-times
- Staff will bring in a packed lunch

Illness:

- Pupils who feel unwell will be looked after in the school office and parents called to collect them at their earliest convenience
- No pupils exhibiting symptoms should be in school under any circumstances
- PPE is not essential but can be provided, if required, at the school's discretion

N.B. This is not an exhaustive list. Please refer to the risk assessment on the school website for more information.



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Part 1: The KHS approach for a safe and successful return to school

Safe

We want you and your son to feel safe, calm and re-assured, and to know that it will be okay to come back to school. So we are already working on creating an environment that is and feels physically and emotionally safe for all of us. We want to build up predictability and consistency around hygiene and other safety rules which school staff will role-model noticeably, and praise your son for following accordingly. We want to work in partnership with you so that you have a genuine voice in reinforcing these rules and messages at home in advance of their return.

Welcoming

When the boys return, we want them to feel excited and happy coming into school and we want them to know that we are genuinely delighted to have them back and to be able to see them again. We have all missed them. They will need to know that they belong, and feel a part of things and we will do everything we can to enable this. Our values of Respect, Integrity and Endeavour from the Kingswood House Way hold even more meaning at the moment.

All Togetherness – Sense of Belonging

So, how can we create these warm, welcoming feelings of care and nurture when we cannot touch and need to keep a safe distance? We need to create a truly inclusive environment in which the boys feel surrounded by support and that they know they can rely upon the adults around them both at home and at school. Consistency and communication are key.

Nurturing

Recent research conducted at Reading University highlights the importance of allowing children the time and space to play and to re-connect socially with their peers. A key point is to play the long game here, and not rush ahead with trying to make up for lost time or to add intense academic pressure and stress to the boys, some of whom may already be in a high alert state. We will focus primarily on settling your sons in, on meeting their social and emotional needs first and foremost, and on their readiness to learn skills. The general expert consensus is that we should be laying the foundations for them in terms of nurture first and foremost, not solely teaching them in the plain, traditional sense. We have the potential to do a lot of good here, out of a situation borne from adversity, and we aim to repair the significant rupture that this virus has caused and to prepare our pupils with the tools to be strong adults in the future as well as happy and resilient boys of today.



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Part 2 – Question and Answer

Is it compulsory for my son to attend school?

It is not compulsory and up to individual families to decide as and when contacted by the school with a proposed time frame for each year group's planned return. If you would like to alter your decision, having advised us previously, please let us know as soon as possible. It must be noted that plans may need to change at short notice if there is increased demand for on-site schooling or staff absence.

Should I keep my son at home if they have an underlying health condition or live with someone in a clinically vulnerable group?

Any boy who is considered extremely clinically vulnerable is not expected to attend. Those pupils who live in a household with someone who is extremely clinically vulnerable and shielding should only attend if stringent social distancing can be understood and adhered to, by them, on an independent basis.

Can boys and staff be tested for the virus?

From the 1 June 2020, once we are open, boys and staff will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household. This will enable your child to get back to childcare or education, and you as parents or carers to get back to work, if the test proves to be negative. A positive test will ensure rapid action to protect other pupils and staff at KHS.

What happens if there is a confirmed case of coronavirus in my child's school, college or childcare setting?

If your son develops symptoms compatible with coronavirus, he will be sent home and asked to self-isolate for 7 days. You as a household should self-isolate for 14 days. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. Where the pupil or staff member tests positive, the rest of their 'bubble' group within KHS will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless your son subsequently develops symptoms.



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Will school lunches be provided?

Unfortunately, we are unable to provide lunches. Boys should bring in their break-time snack and lunch in a named lunch bag, adhering to our nut free and healthy eating environment, no sweets or fizzy drinks please.

Should our son wear PPE?

Wearing a face covering or face mask in schools is not recommended for pupils or staff as social distancing, regular handwashing and increased cleaning regimes are more effective at stopping the spread of the virus. However, if you would prefer your son to wear a mask, and you are happy to provide it, then he may wear one.

Will education be provided as normal to children who are attending?

Our teachers will use their best endeavours to deliver the learning and development requirements as far as possible in the current circumstances. This will include consideration of the boys' mental health and wellbeing. There will be variations each week dependent upon the number of boys and staff on the school site together with the latest government advice.

What if my son is not attending school?

The government guidelines acknowledge that it will not be possible for online learning to continue in the same way for boys who remain at home for an undefined period of time. However, our teachers who are on-site, delivering lessons in person, will initially endeavour to continue broadcasting and interacting with those at home via Teams. We will also provide a learning overview for boys who do not attend school the evening beforehand. At some point in the future, when a 'tipping point' is reached with the number of pupils on site, we will have to review this. However, we will do our level best to do both for as long as is humanly possible.

How should my child travel to and from the school?

Unfortunately, we are not able to offer the school minibus service at present. Boys are encouraged to walk or cycle where possible and to avoid public transport. There will be a 'drop off' and 'pick up' system in place which will evolve each week. We politely request that parents also adhere to social distancing and do not convene to chat in groups.



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Will you keep the usual opening hours?

We will have different start and finish times in keeping with the current, streamlined Phase 2 schedule and introduce processes for drop-off and collection times to keep the boys and you as families safe. It is vital that all boys arrive at the allotted times and are collected promptly, at the correct time. Maintaining a strict schedule is key to our social distancing plans. We are unable to offer any before or after school clubs so there will be no on-site supervision of pupils after the end of the normal school day or before their start time.

Is social distancing possible in schools?

We will be using every available resource to ensure as much social distancing as possible. Boys will be learning across several large spaces to ensure a distance of 2m between them, there will be additional handwashing times built in to the day, and different playground spaces and heavily increased cleaning protocols. However, with younger children, we know that social distancing will be challenging and we ask that parents are consistent in reinforcing the rules at home. We will support the boys to adhere to the rules that we will set out with them on the first day that they return. We have considered a wide range of measures to include as much distancing as possible for boys and staff.

What about individual Music Lessons and Study Centre Lessons?

A growing number of music peripatetic lessons and Study Centre support lessons are taking place online. Please contact Mr Swift or Mrs Endmondson directly, should you require further clarification.



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Guidance for Pupils: Stay Safe- Stay Healthy

- **Stay** with your class group at all times of the day
- **Wash your hands** regularly and always wash hands on arrival, before/after snack and lunchtimes
- **Use a tissue** if you cough or sneeze. Bin the tissue straight away. If you don't have a tissue, use the crook of your elbow
- **Tell an adult** if you are feeling unwell
- **Don't share** your equipment (water bottles, stationery etc.)
- **Go to the toilet** one at a time and wash your hands straight away
- **No coughing or spitting** towards anyone else
- Remember to be **safe online**



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Guidelines for Staff: Stay Safe- Stay Healthy

Staff should not come to school if they have coronavirus symptoms and should inform the Deputy Head and Bursar as soon as any symptoms develop. They should access a test as soon as possible.

Staff should wash hands regularly and frequently and adhere to government guidance on good hygiene practices.

Where possible, keep a safe distance from children and try to avoid close face to face support. Where this is not possible, good hygiene and hand-washing is important.

Help and encourage children to follow the enhanced hygiene practices.

Sharing equipment should be kept to a minimum. Boys should use their own stationery and books. Use of shared resources (e.g. maths equipment) should be kept to a minimum and cleaned every day.

Equipment used by pupils should be reduced and restricted to that which can be easily cleaned each day.

Keep doors and windows open for ventilation.

Where possible, limit boys using toilet facilities to one at a time and check they wash hands immediately.

Limit contact with other staff members and avoid being in small shared spaces together. Staff should use their judgement to avoid rooms becoming overcrowded (e.g. staff room) and use outside space when possible to do so.