



Serva Fidem

**Kingswood House School
Covid-19
Plans and Procedures
September 2020**

Updated 5/11/2020

Introduction

It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term as set out in the Government's guidance.

This guidance is intended to outline the measures put in place for teachers and parents to prepare for September. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans.

This guidance is in 5 sections. The first section sets out the actions Kingswood House School (KHS) will take to minimise the risk of transmission of coronavirus (COVID-19) in the school.

This includes:

- school operations
- curriculum
- assessment and accountability
- contingency planning to provide continuity of education in the case of a local outbreak

We will keep this guidance under review and update as necessary.

Section 1: Public health advice to minimise coronavirus (COVID-19) risks

At KHS we thoroughly review our health and safety risk assessments and we have drawn up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

Prevention:

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

Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

If anyone in the school becomes unwell with a new, continuous cough 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 advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. This guidance specifies that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their

household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Isolation room: If a child is awaiting collection, they should be moved to the isolation room on the first floor of the main house with appropriate adult supervision. A window should be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, they should use the ladies staff toilet, directly opposite the isolation room. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms, and any pupils who have been in close contact with them, do not need to go home to self-isolate, unless they develop symptoms themselves (in which case, they should arrange a test), or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

2. Where recommended, use of face coverings in schools

From 5th November 2020 **new National Restrictions** were published to reduce the spread of the infection. Face coverings should now be worn by adults and pupils in Year 7 and above when moving around the premises, outside of classrooms, such as in corridors and communal areas (and including the Study Centre) where social distancing cannot easily be maintained. This is not mandatory when outside or in class.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided. However, parents who wish their child to wear a face covering in school should obtain the permission of the relevant divisional head.

Staff who are in close proximity to others, beyond the normal social distancing guidelines are permitted to wear face coverings, and, others at their discretion with the application of common sense in respect of effective communication whilst teaching.

Exemptions

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability

- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education settings, and we expect teachers and other staff to be sensitive to those needs.

Access to face coverings

It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering.

However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has a small contingency supply available to meet such needs.

Safe wearing and removal of face coverings

Pupils and staff must remove face coverings safely on arrival at school and the following process has been communicated clearly:

- Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.
- The front of their face covering must not be touched during use or when removing. Temporary face coverings must be disposed of in the waste bins in the front porch or outside the Peter Brooks building. Reusable face coverings must be stored in a sealable plastic bag until it is time to go home. Hands must be washed after removal before going to their classroom.

Further guidance on face coverings

- [Safe working in education, childcare and children’s social care provides](#)
- [Face coverings in education settings](#)

3. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. KHS have put in measures to ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be required for the foreseeable future. Points implemented by KHS:

- The School has two hand sanitisers on entrance to the school and to the dining hall
- Each class room sink has antibacterial hand wash
- All classrooms without a sink have hand sanitiser
- The timing of handwashing is centrally regulated via reminders from the school office and the level of handwashing is routinely checked
- Supervision of hand sanitiser use, given risks around ingestion
- Small children and pupils with complex needs will continue to be helped to clean their hands properly.
- Building routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them

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

The 'catch it, bin it, kill it' approach continues to be very important, so KHS have ensured that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, we ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.

KHS has designated orange tissue bins in all classrooms and offices and a sufficient supply of tissues for the school. To ensure that the 'catch it, bin it, kill it' approach is part of the school culture there is ample signage in school.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

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

Points implemented by KHS:

Our reviewed cleaning schedule ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms / shared areas that are used by different groups (staff rooms, offices, dining hall etc.)
- frequently touched surfaces being cleaned more often than normal, including photocopiers, kettle handles in the staff room, door handles, light switches, etc.
- desks cleaned between 'bubbles'
- All classrooms and toilets have disinfectant spray and paper towels for cleaning handles and surfaces after use

Different bubbles do not need to be allocated their own toilet blocks, but at Kingswood House School we have allocated toilets as follows:

- Lower Prep for all Lower Prep
- Langlands for the seniors, Years 9-11
- Upper Prep toilets in Peter Brooks building for Years 5 and 6
- Senior toilets in Peter Brooks building for Years 7 and 8

All toilets are cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.

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

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). KHS will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle we apply is reducing the number of contacts between children and staff. This is achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- the children's ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum

For younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they will be advised to maintain distance and not touch staff where possible.

How to group children

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, dining halls, and toilets, and the provision of specialist teaching.

In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, KHS may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.

Bubble groups planned for September:

- Lower Prep – with small numbers in Lower Prep, this will be considered as one bubble, although each class will be taught separately.
- Upper Prep and Seniors – each year group will be a bubble to enable us to deliver the full range of curriculum subjects and enable students to receive specialist teaching.

Each group will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. We have the capability to take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. We will implement this by creating specific areas for each 'bubble' during break and lunch times. As well as having a one-way system to minimise any unnecessary mixing of 'bubbles'.

Break

Due to the very wet conditions on our field, from 2nd November, after half term, the following areas will be allocated and pupils will be rotated to enable everyone to benefit from the different areas:

- Astro
- Playground
- Table tennis area
- Adventure Trail
- Outside the Head's office

Pupils will only be allowed to use soft balls during break, which will be allocated to the bubble group, and pupils will be asked to bring in wellington boots and an all-in-one waterproof (or similar clothing) to use if required.

Further information

Within our larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and although it is broadly acceptable for them not to distance within their group, this will be closely monitored.

KHS may keep children in their 'bubbles' for the majority of the classroom time, but also allow mixing into wider consistent groups for specialist teaching, sport, wraparound care and transport during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.

All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in Lower Prep can still work across groups if that is required to enable a full educational offering.

Measures within the classroom

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. It is strong public health advice that staff who teach children in Year 7 and above maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults will maintain 2 metre distance from each other, and from children.

It is acknowledged that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. Similarly, 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 will be provided as normal, with extra measures in place to ensure the protection of our staff and pupils. Examples of this include screens between adults and children in the study centre and wearing PPE if other measures cannot be taken.

At KHS, we have made small adaptations to the classroom to support distancing where possible. This includes seating pupils side by side and facing forwards, rather than face to face or side on. We will also ensure all classrooms and spaces are well ventilated whilst maintaining a comfortable temperature:

- High level windows should be opened rather than low level to reduce drafts
- Increase ventilation while classes are unoccupied - Please note that fire doors must not be propped open
- Furniture will be rearranged where possible to avoid direct drafts
- Allow suitable indoor clothing

Measures elsewhere

Groups should be kept apart as much as practically possible, meaning that KHS will avoid large gatherings such as assemblies or collective worship with more than one 'bubble' unless the 2 meter social distancing can be adhered to.

When timetabling, groups will be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground the risk is low, and to avoid creating busy corridors, entrances and exits KHS has implemented a **one way system**:

- Clockwise around the Peter Brooks building
- Up the front stairs of the main house and down the back stairs
- One way in to the dining room via the servery and out by the dining room door
- Staggered lunch times to allow time for cleaning surfaces in the dining hall between groups
- Clear signage at potential 'pinch points', like the stairs to the Study Centre, etc.

Staff spaces have been set up and planned to help staff to distance from each other:

- Staff rest area in main house – only 12 staff should use this at any one time
- Staff work area in main house – only 10 staff should use this at any one time
- Senior Common Room – designated as an additional staff room for use by 10 staff at any one time.

Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. For the autumn term, staff will collect their lunch from the staff room and enjoy their break in a different location.

Staff must wear a face covering in the staff rooms unless they are sitting down to eat and drink.

Measures for arriving at and leaving school

The process that has been agreed for drop off and collection will be communicated to parents and remind them that gathering at the school gates and otherwise coming onto the site without an appointment is not permissible.

Drop off and pick up will be as follows:

- Drop off will be between 8.15 and 8.45am and pupils will go straight to their form rooms. Form teachers should be in their class by 8.15am to welcome pupils. Years 1-4 will be dropped off at the front, Years 5-11 at the car park. Parents should remain in their cars where possible and if walking, must wait at the gate. Our unofficial one-way system for traffic should be maintained, i.e. from the mini roundabout down West Hill Avenue to Manor Green Road. Traffic should ALWAYS be one-way in the car park (clockwise).
- Pick up by car will be from the car park at the following times
 - 3.30pm Years 1-4
 - 3.45pm Years 5 and 6
 - 4pm Years 7 and 8
 - 4.15pm Years 9-11

All boys walking home or being collected on foot will leave via the front door and all those cycling must leave via the back gate.

A member of staff will be on duty at the car park during drop off and pick up.

Both the car park and back gates will be locked during the day.

Pupils arriving late should enter through the front door to sign in late.

[See page 15 for details of collection after prep, clubs and late club.](#)

Other considerations

Uniform

All pupils will come to school in normal school uniform except on days when games and PE take place when full sports kit will be worn. This will avoid using the changing facilities where minimising transmission will be difficult. All pupils in Lower Prep to Year 8 will require a pair of wellington boots or old trainers and a waterproof for breaks.

Supply and Peripatetic Staff

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.

Study Centre and SEND

Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.

All desks in the Study Centre that are used for 1:1 teaching will have a Perspex screen separating the tutor from the pupil. Staff have been advised that they may wear PPE as an additional precaution if they wish. All pupils attending the Study Centre for lessons will have their temperature checked on arrival.

We also recommend that LSAs position themselves side-by-side or slightly behind the pupil rather than face-to-face if possible.

Visitors

From 5th November visitors will only be allowed on site for necessary and required situations. All visitors will have an induction that ensures site guidance on physical distancing and hygiene is explained on arrival. A record will be kept of all visitors and everyone will be required to complete a form on arrival at the school to comply with Test and Trace.

NHS Covid App (for over 16 year olds)

The NHS Covid-19 App is a key part of the country's ongoing Covid-19 response, aiming to extend the speed, precision and reach of NHS Test and Trace. KHS has a QR code in the school office for use by those with the app and visitors will be asked to scan in on arrival.

Equipment and resources integral to education in schools

Individual and very frequently used equipment, such as pencils and pens, KHS recommend that staff and pupils have their own items that are not shared.

Classroom-based resources, such as books and games, can be used and shared within the bubbles; these will be cleaned regularly by staff, along with all frequently touched surfaces such as bookshelves and trays. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles.

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 72hr rotation should apply to these resources.

Pupils' Belongings

It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as hats, coats, books and stationery. Bags are allowed.

Mobile phones should only be brought into school if absolutely essential for the journey. Years 1-6 may sign their phones into the school office and Years 7-11 should lock them in their lockers during the day.

7. Where necessary, wear appropriate personal protective equipment (PPE)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. The school has supplies of face masks, visors, gloves and aprons which we will give to staff if required. This might include any of the following:

- Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained

- Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used
- Where a child needs extra support and the adult cannot maintain a distance of 2 meters (LSAs and Study Centre tutors)
- Where an individual child or young person becomes ill and the first aider cannot maintain 2 meters distance.

Response to any infection:

8. Engage with the NHS Test and Trace process

All KHS staff must ensure they understand the NHS Test and Trace process. Staff members and parents/carers must understand that they will need to be ready and willing to:

- Book a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The school has a small supply of home testing kits but these can only be offered to individuals who:

- Have developed symptoms while at school, and
- In the exceptional circumstance that the school believes that they may have barriers to accessing a test elsewhere, and are unlikely to receive a test.

KHS asks parents and staff to inform them immediately of the results of a test:

- If someone begins to self-isolate because they have symptoms similar to coronavirus and they get a test which delivers a negative result, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- **if someone tests positive**, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

KHS will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). The school will contact the DfE Helpline on 0800 046 8687 and select Option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.

If, following triage, further expert advice is required, the adviser will escalate the school's call to the local health protection team. The health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, KHS will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

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

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, it is recommended that the school keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided, on the advice of the health protection team, to send to parents and staff if needed. KHS will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if someone who is self-isolation because they have been in close contact with someone who has tested positive for coronavirus starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

- if the test result is positive, they should inform the school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’

KHS will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus. Any such decision will be carefully considered by the school in light of all the circumstances and the current public health advice.

10. Contain any outbreak by following local health protection team advice

If KHS has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. When KHS are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

Where an outbreak in KHS is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Contact Details

To report that someone has **tested positive** call the DfE Helpline:

0800 046 8687 Option 1

For further advice contact NHS 111

The Local Health Protection Team: Surrey and Sussex HPT (South East)

Public Health England
County Hall North
Chart Way
Horsham
West Sussex
RH12 1XA

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|---------------------|--|
| Email | PHE.sshpu@nhs.net |
| Telephone | 0344 225 3861 (option 1 to 4 depending on area) |
| Out of hours advice | 0844 967 0069 |

Testing is available to anyone who has symptoms of coronavirus (COVID-19), whatever their age.

Tests are free and can be requested through a [single portal on GOV.UK](#).

Section 2: School operations

Transport

Dedicated school transport, including statutory provision

Pupils on dedicated school minibuses do not mix with the general public on those journeys and tend to be consistent under return to school measures. Therefore, wider transmission risks are likely to be lower. This means that social distancing guidelines are not required to uniformly apply but distancing should still be put in place wherever possible. This will help to both minimise disease transmission risks and maintain consistent reinforcement of public health messaging to children and staff, particularly at the point where they are leaving school and heading back into the community each day. However, the following rules must be followed:

- pupils will always sit in the same seat for each journey
- hand sanitiser must be used upon boarding and disembarking
- there will be organised queuing and boarding where possible
- distancing within vehicles must be considered wherever possible
- pupils should use face coverings on minibuses if over the age of 11
- the minibuses have been fitted with a protective screen for the driver and all buses will be cleaned more frequently

Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (Covid-19).

Wider public transport

We expect that public transport capacity will continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum.

We recommend that all pupils using public transport wear face coverings during their journey. On arrival at school the face covering should be discarded or kept in the pupil's bag within a plastic bag as described above. All pupils must wash their hands immediately on arrival.

KHS would encourage parents, staff and pupils to walk or cycle to school if at all possible.

Families using public transport should refer to the [safer travel guidance for passengers](#).

Attendance

Attendance expectations

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

- parents' duty to secure that their child attends regularly at school
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions

Pupils who are shielding or self-isolating

The majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).

- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment)
- pupils whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions on 5th November are in place.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, KHS will immediately offer them access to remote education.

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Pupils and families who are anxious about return to school

All other pupils must attend school. At Kingswood House we should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this.

If parents of pupils with significant risk factors are concerned, KHS will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. It should also be conveyed to parents that pupils of compulsory school age must be in school unless a statutory reason applies.

School workforce

From 5th November 2020 wider government policy advises those who can work from home to do so. Schools have been advised to remain open and therefore this will not be applicable to the vast majority of school staff. However, where an administrative role may be conducive to home working, KHS will consider what is feasible and appropriate without detriment to the children or other colleagues in the full operation of the school.

Staff who are clinically vulnerable or extremely clinically vulnerable

By applying the full measures in this guidance, the risks to all staff will be mitigated significantly, including those who are clinically vulnerable. This should include taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless otherwise advised by an individual letter from the NHS.

Staff who are extremely clinically vulnerable have been advised to remain at home during lockdown from 5th November 2020.

Staff who are pregnant

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people.

Supporting staff

All employers have a duty of care to their employees, at Kingswood House we take this very seriously, and this extends to their mental health. As a School, we already have mechanisms to support staff wellbeing and these will be particularly important, as we are aware some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the [extra mental health support for pupils and teachers](#) is available.

The [Education Support Partnership](#) provides a free helpline for school staff and targeted support for mental health and wellbeing.

Staff deployment

Naturally with these changes we need to alter the way in which we deploy some of our staff, and use existing staff more flexibly, to welcome back all pupils at the start of the autumn term. Should we need to alter your role slightly we will discuss and agree any changes to staff roles with individuals.

If, having pursued all the immediate options available, you still have concerns about your staffing capacity do not hesitate to talk to any of the SLT.

Supply teachers and other temporary or peripatetic teachers

Under the DfE policy, we can continue to engage supply teachers and other supply staff during this period.

Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. The advice for supply teachers also applies to other temporary staff working in schools such as support staff working on a supply basis, peripatetic teachers such as sports coaches, and those engaged to deliver before and after school clubs.

Staff leave

We recognise that school staff are working extremely hard and may want to take holidays, which may involve travelling abroad. There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus, such as the potential for reinstatement of lockdown measures in the place they are visiting. Based on current guidelines, we would request all staff to discuss their future intentions with the Headmaster if they plan to travel abroad. Where it is not possible to avoid a member of staff having to quarantine during term time, there is an expectation that they should work from home during this period.

Safeguarding

Our designated safeguarding lead has been provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns related to the effects of the measures put in place due to the COVID-19 outbreak.

Catering

During the summer term all catering staff received training relating to COVID-19. We expect that our kitchen will be fully open from the start of the autumn term; however, there will be a number of changes detailed below:

- At short break milk will be served through the window of the 'boot' room. There will be no bread on offer so pupils must ensure they bring a snack or sandwich from home which can be fresh fruit or vegetables or a ham or cheese sandwich (no nuts or sesame)
- At lunch time, every pupil must use the one way system to access the dining hall (Annex B)
- The pupils must use social distancing where possible in the queue.
- Everyone must sanitise their hands from the sanitiser station in the main entrance hall before entering the dining hall

- ‘Bubbles’ will have specific 15 minute timeslots for lunch and must only eat with those in their groups (See Annex C)
- All pupils must use their water bottle for drinks. The water fountains must not be used except to refill water bottles.
- Menus have been adapted for a quick service
- Tables will be pre laid with cutlery and no salt or pepper
- Staff will have specific staff positions to minimise crossover
- Pudding will be served on the table, removed and replaced between groups
- All tables will be cleaned and disinfected before and after each bubble
- No cut through the kitchen at any time.
- Staff lunch for those teachers not on duty will be taken to the staff room to reduce congestion where they help themselves and maintain social distance.

Estates

We will continue to use the one way system used in the summer term around the school to ensure minimal congestion in between lessons and at breaks.

In classrooms, it will be important that schools improve ventilation (for example, by opening windows and putting on the air conditioning).

Educational visits

In the autumn term, KHS will resume non-overnight domestic educational visits where possible and only if essential. These will be carried out in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.

At this point in time, it is very likely that no residential trips will occur this academic year during school time due to the need for early organisation, booking and payment. With the prevailing degree of uncertainty, we will not commit to doing so until there is much greater clarity. An exception to this will be the Duke of Edinburgh expeditions, which should be able to take place with suitable planning.

Extra-curricular provision

Kingswood House School will be resuming breakfast and after-school provision from the start of the autumn term.

Breakfast and Late Club will resume with a maximum allowance of 20 pupils only and will be held in the dining room. These places must be booked in advance via the school office in order to maintain the appropriate number. All the pupils must be seated with at least 2m distance between them unless they are in the same ‘bubble’. Any toys used will be cleaned thoroughly between use and children will be encouraged to bring their own form of entertainment.

Drop off for breakfast club and pick up for late club will be from the front of the school. The member of staff on duty at late club will escort the late club pupils to the school office at 6pm for collection.

Prep

We have made some slight adjustments to ensure the safety of the staff and pupils. Prep will be held in four consistent groups as follows:

- Seniors in Humanities
- Years 7 and 8 in IT suite
- Years 5 and 6 in Katy Walton 1 and 2 (double class on ground floor)

- Lower Prep in Year 4

Extra curricular clubs

All school clubs are being coordinated by Mrs Lambert and we will offer fencing, Ukulele and Karate as well as some internal clubs and sports practice.

Pick up after prep and clubs

The member of staff on duty at prep or after school clubs/sports practice, will be responsible for escorting the pupils to the car park for collection at 5pm (or other times as notified).

Kingswood Active

Holiday activity courses will commence during the October half term and thereafter as permitted under government guidance. All protective measures as set out in this Plan and Procedure will be followed and small consistent bubbles will be maintained.

Section 3: Curriculum and pastoral support

Music

There is now evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place and Peripatetic music lessons will continue as usual. Peripatetic music teachers will use clear screens between themselves and the pupils.

We will reduce the risk by ensuring that playing instruments or singing is only in small groups such as in music lessons and will maintain physical distancing and playing outside wherever possible. Other measures will be implemented such as positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, regular handwashing before and after handling equipment, limiting handling of music scores, parts and scripts and ensuring good ventilation. Microphones will be used where possible and pupils will be encouraged to sing quietly. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.

Physical activity in schools

We will continue to provide government approved physical education, sport and physical activity whilst following the measures in our system of controls. Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports will be prioritised where possible, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.

Our external facilities at Parsons Mead can also be used, in line with government guidance, for the use of, and travel to and from, those facilities.

Pupil wellbeing and support

Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to

school. The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing.

Kingswood House will consider the provision of pastoral and extra-curricular activities to all pupils designed to:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- support pupils with approaches to improving their physical and mental wellbeing

We will also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. KHS will also consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school. To support this, teachers may wish to access the free [MindEd learning platform for professionals](#), which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a [coronavirus \(COVID-19\) staff resilience hub](#) with advice and tips for frontline staff.

KHS will work with school nursing services to support the health and wellbeing of their pupils. Schools and school nurses need to work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs, which will underpin priorities for service delivery.

Additionally, the school's strong reputation for pastoral care will continue in earnest. There is a robust framework in place, starting with the form teacher, to ensure the emotional health and happiness of each and every individual in our community. As an extra mode of intervention, the ELSA will operate additional hours this term as well as new drop in sessions.

Section 4: Assessment and accountability

Inspection

The Independent Schools Inspectorate (ISI) standard inspections will remain suspended for the autumn term. ISI will undertake non-routine inspections, as commissioned by the Department for Education, where appropriate. It is intended that routine Ofsted and ISI inspections will restart from January 2021, with the exact timing being kept under review.

Section 5: Contingency planning for outbreaks

Process in the event of local outbreaks

The tiers of restriction for education work alongside the local COVID alert level framework. At all local alert levels, the expectation is that education provision should continue as normal. The government has been very clear that limiting attendance at schools should only be done as a last resort, even in areas where a local alert level is high or very high. Decisions on any restrictions necessary in education are taken separately on a case-by-case basis in the light of local circumstances, including information about the incidence and transmission of coronavirus.

KHS will comply with all national direction and has updated this guidance and our risk assessment following the national lockdown commencing 5th November 2020.

There may be exceptional circumstances in which some level of restriction to attendance at schools is required in a local area:

Comply with the Tier system

In the event of local restrictions (from national direction as above), the school will ensure continuity of education by complying with the tier system:

Tier 1

The school will remain fully open and all staff and pupils from Year 7 and above will be required to wear face coverings outside classrooms when moving around communal areas where social distancing cannot easily be maintained.

Tier 2

The school will adopt a rota system to limit on-site attendance for the secondary pupils. To remain consistent with our 'bubble groups' we will have two groups consisting of Years 7 and 8 and Years 9, 10 and 11 who will follow a one week rota, spending one week in school and one week at home (so, 5 days on site and 9 days at home). This will allow time for symptoms to develop and for pupils to self-isolate and avoid transmitting the virus to others. The normal timetable will be followed with remote teaching in place when the group is at home.

Full time provision will remain in place for children of critical workers and vulnerable children and young people, such as those with an EHCP.

Tier 3

The school will limit on-site attendance for pupils in Years 7 and above to just children of critical workers, vulnerable children and young people and selected year groups. The Department for Education will issue operational guidance that will confirm which year groups should be prioritised.

Tier 4

The school will limit attendance to just children of critical workers and vulnerable children and young people.

Remote education support during Tiers 2, 3 and 4

In the event of Tier 2, requiring pupils to remain at home for a week on a rota system, staff will teach the group at home remotely following their normal timetable where possible.

In the event of Tier 3 and 4, requiring pupils to remain at home, we will immediately revert to our Phase 2 plan and provide a carefully balanced curriculum to meet the needs of the pupils. Following a review by the SLT and incorporating feedback from parents and staff, we will use a modified version of the timetable used in the Summer Term.

The structure of the working day will remain the same but the options programme (Art, Computer Science, PE and Music and Art) will be taught as separate lessons within the timetable. The afternoon session will be used for homework and to finish tasks set in morning lessons. There will be weekly PSHE lessons.

Microsoft Teams will be used throughout the school to deliver face-to face lessons with students. This will allow for interaction, assessment and feedback. Lesson plans which include learning objectives, tasks, clear instructions and resources will be sent (via pupils' email accounts) on the previous day before 1800. The morning registration period will allow form tutors to speak to their classes daily so pastoral issues can be monitored closely.

The school will follow its normal programmes of study, but some may need to be adapted to meet the needs of remote learning. High quality remote education resources and traditional textbooks will be used to deliver a broad and ambitious curriculum. This will ensure that purposeful and ambitious tasks are set each day across the whole curriculum. As usual, teachers will teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject

When learning remotely, the progress of pupils will be monitored carefully using questioning and other suitable techniques. Pupils will be given regular spoken feedback about their work and written

feedback will be given at least twice every half term. Monitoring progress carefully will allow teachers to adapt plans or revise material in response to pupils' needs particularly those pupils with SEND.

The school recognises that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so will work with families to deliver a broad and ambitious curriculum.

Remote education support at other times

Where a class, group or small number of pupils need to self-isolate, remote education plans will be put in place. These plans will depend greatly upon the scale of outbreak and individual needs of pupils. In all cases, the school will set pupils purposeful and ambitious tasks as outlined above, but it will be impractical to offer face-to face lessons via Microsoft Teams if most of the pupils are at school and the school is operating on a normal timetable. Work will be sent via pupils' email accounts.

All efforts will be made to ensure that self-isolating pupils are able to progress as smoothly as their peers at school. They will undertake the same or similar tasks with access to resources. Where this is not possible the school will ensure they are able to catch up with their studies once they return to school.

Annex A: Health and safety risk assessment

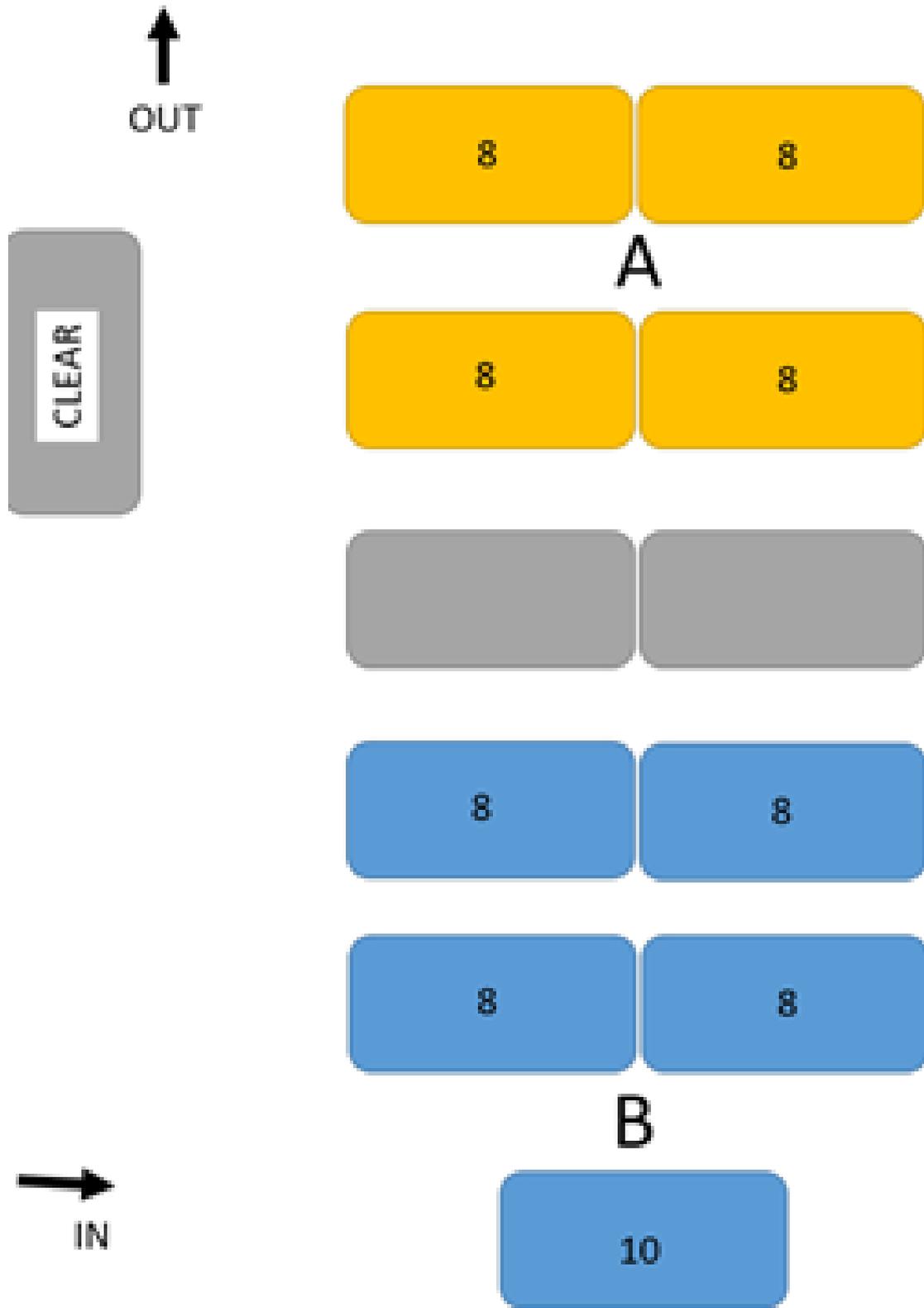
Coronavirus (COVID-19) specific

Everyone needs to assess and manage the risks from coronavirus (COVID-19). This means school employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19).

Kingwood House has identified the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable, and make the school COVID-secure. Our Risk Assessment has been shared with staff and is available on the website to provide transparency of approach to parents, carers and pupils. Our risk assessment will be monitored and reviewed regularly to ensure the measures are working and will take action to address any shortfalls.

Annex B: Dining hall one way system

In through the main entrance and exit the side door.



Annex C: Dining hall timetable

Proposal 1:

| | |
|--------------|--------------------------------|
| 12:20 | Lower Prep (A) |
| 12:35 | CLEANING (A) |
| 12:40 | Year 5 (B) |
| 12:45 | Year 6 (A) |
| 12:55 | CLEANING (B) |
| 13:00 | Year 7 (B) |
| 13:00 | CLEANING |
| 13:05 | Year 8 (A) |
| 13:15 | CLEANING (B) |
| 13:15 | CLEANING (A) |
| 13:20 | Year 9 (B) |
| 13:25 | Year 10 (A) |
| 13:35 | CLEANING (B) |
| 13:40 | Year 11 (A) |
| 13:55 | END OF SERVICE FULL CLEAN DOWN |

| Year | No. Boys | IN | OUT | CLEANING |
|----------------|----------|------|------|-----------|
| Lower Prep (A) | 21 | 1220 | 1235 | 1235-1240 |
| Year 5 (B) | 24 | 1240 | 1255 | 1255-1300 |
| Year 6 (A) | 32 | 1245 | 1300 | 1300-1305 |
| Year 7 (B) | 43 | 1300 | 1315 | 1315-1320 |
| Year 8 (C) | 30 | 1305 | 1315 | 1315-1320 |
| Year 9 (B) | 34 | 1320 | 1335 | 1335-1340 |
| Year 10 (A) | 24 | 1325 | 1340 | 1340-1345 |
| Year 11 (B) | 20 | 1340 | 1355 | |