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Kingswood House School

Covid-19

Plans and Procedures

Summer Term - April 2021

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Introduction

This document explains the actions Kingswood House School will take to minimise the risk of transmission of coronavirus (COVID-19) in our school. This includes public health advice, endorsed by Public Health England (PHE).

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

Kingswood House School works closely with parents and carers (future references to parents should be read as including carers), staff and unions when agreeing the best approaches for their circumstances.

Overview

From 8 March, all pupils should attend school. Secondary pupils were offered testing from 8 March.

To prepare for this KHS:

- reviewed and where necessary, updated our risk assessment
- made sure we followed the system of controls to minimise the risk of infection, including plan for asymptomatic testing
- had a contingency plan in place for outbreaks in school or changes in restrictions
- communicated any changes in processes to parents.

Much of the content in this updated guidance will be familiar to you, as it replicates what was in place for the autumn and spring term. We have made specific changes to the information on:

- current expectations for [clinically extremely vulnerable pupils](#) and [staff](#)
- [educational visits](#)
- [wraparound provision and extra-curricular activity](#)
- [physical activity in schools](#)
- [inspections](#)
- [confirmatory PCR tests](#)
- [face coverings](#)
- [Year 11 exam cohort](#)

Public health advice

The Department for Education (DfE) has worked closely with the Department of Health and Social Care (DHSC) and PHE to help develop this guidance. Based on the recent [ONS data](#), the risks to education staff are similar to those for most other occupations.

Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. DfE are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education.

KHS must comply with health and safety law and put in place proportionate control measures. To meet these obligations, we must:

- review our health and safety risk assessments in light of this refreshed guidance
- make any necessary changes to our control measures applying the [system of controls](#).

Risk assessment

Kingswood House School have a legal duty to protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within our school.

KHS will implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level. This hierarchy of controls is set out in [annex A](#) of the DfE Guidance.

KHS will regularly review and update our risk assessments - treating them as 'living documents' - as the circumstances at our school and the public health advice changes. This is particularly relevant as we prepare to welcome back more pupils. This includes having active arrangements in place to monitor that the controls are:

- effective
- working as planned

KHS will notify staff and their health and safety representatives of review outcomes.

For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see [annex A](#) of the DfE Guidance.

System of controls

We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

In this section where something is essential for public health reasons, as advised by Public Health England (PHE), we have said 'must'. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations.

This is the set of actions KHS must take. They are grouped into 'prevention' and 'response to any infection'.

In following the system of controls, we will effectively reduce risks in our setting and create an inherently safer environment.

These additional measures will be reviewed in partnership with health experts to decide whether evidence suggests that these measures can be eased for the summer term.

Prevention

KHS will always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

KHS will always:

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

System of controls - prevention

Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school

When an individual develops coronavirus (COVID-19) symptoms or has a positive test

Pupils, staff and other adults must not come into the school if:

- they have one or more [coronavirus \(COVID-19\) symptoms](#)

- a member of their household (including someone in their [support bubble](#) or [childcare bubble](#) if they have one) has coronavirus (COVID-19) symptoms
- they are required to [quarantine having recently visited countries outside the Common Travel Area](#)
- they have had a positive test
- have been in close contact with someone who tests positive for coronavirus (COVID-19).

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school).

KHS will follow this process and ensure everyone onsite or visiting is aware of it.

Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on [NHS Test and Trace: how it works](#).

If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), KHS will:

- send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
- advise them to [arrange to have a test](#) as soon as possible to see if they have coronavirus (COVID-19).

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a [Lateral Flow Device \(LFD\) or Polymerase Chain Reaction \(PCR\) test](#), and the next 10 full days. It remains essential that anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test.

If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.

If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at school they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result.

If a pupil is awaiting collection:

- They should be moved, if possible, to the isolation room on the first floor of the main house with appropriate adult supervision if required
- the window should be opened for fresh air ventilation if it is safe to do so
- if it is not possible to use the isolation room, move them to an area which is at least 2 metres away from other people
- 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
- personal protective equipment (PPE) must be worn by staff caring for the pupil 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) - more information on PPE use can be found in the [safe working in education, childcare and children's social care settings guidance](#).

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, unless advised to.

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

When an individual has had close contact with someone with coronavirus (COVID-19) symptoms
Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and [arrange to have a test](#))

- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) which is a legal obligation.
- they have tested positive from an LFD or PCR test as part of a community or worker programme. If an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school.

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 after they have left, to reduce the risk of passing the infection on to other people.

See the guidance on the [cleaning of non-healthcare settings](#).

If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.

Ensure face coverings are used in recommended circumstances

All staff and pupils in year 7 and above are to wear face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas (including the Study Centre) where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. In addition, we now also require that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

In years 6 and below, pupils do not need to wear a face covering. However, parents who wish their child to wear a face covering in school should obtain the permission of the relevant divisional head. Staff in these year groups 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.

All staff are required to wear face coverings whilst moving around indoors such as corridors and communal areas where social distancing is not possible.

Subject to the roadmap process, as part of step 3, we expect these precautionary measures to no longer be recommended. This would be no earlier than 17 May and will be confirmed with one week's notice.

Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).

Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.

Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Exemptions

Where face coverings are recommended there are some circumstances where people may not be able to wear a face covering.

This includes (but is not limited to):

- people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- where putting on, wearing or removing a face covering will cause you severe distress
- if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate
- to avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity

The same exemptions will apply at KHS and you should be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others. The school's secretary has the approved exemption list.

Access to face coverings

Due to the increasing use of face coverings in wider society, staff and pupils are already likely to have access to face coverings. PHE has also published guidance on [how to make a simple face covering](#).

The School's Bursar has a contingency supply available for people who:

- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
- have forgotten their face covering.

No pupil should be denied education on the grounds that they are not wearing a face covering.

Safe wearing and removal of face coverings

Pupils and staff must remove face coverings that are no longer required, safely on arrival at school and adjustments will be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes.

The following process has been communicated to all pupils, staff and visitors clearly:

Safe wearing of face coverings requires the:

- cleaning of hands before and after touching – including to remove or put them on
- 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. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

You must instruct pupils to:

- not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in the waste bins in the front porch or outside the Peter Brooks building
- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again before heading to their classroom.

Separate guidance is available on:

- preventing and controlling infection, including the use of PPE, in [education, childcare and children's social care settings](#).

Ensure everyone is advised to clean their hands thoroughly and 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 water or hand sanitiser. KHS ensure that pupils clean their hands regularly, including:

- when they arrive at the school
- when they return from breaks
- when they change rooms
- before and after eating.

Staff working with pupils who spit uncontrollably must ensure they take more opportunities to wash their hands than other staff.

Pupils who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’ may also be required to take more opportunities to wash their hands.

Staff will continue to help pupils with complex needs to clean their hands properly.

Frequent and thorough hand cleaning is now regular practice at KHS and the following points have been implemented:

- two hand sanitisers are available on entrance to the school and to the dining hall
- each classroom 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 these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them.

Ensure good respiratory hygiene for everyone 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 has ensured that they have enough tissues and bins are available to support pupils and staff to follow this routine. As with hand cleaning, staff will ensure younger pupils and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the setting 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 around the school.

The [e-Bug coronavirus \(COVID-19\) website](#) contains free resources for schools, including materials to encourage good hand and respiratory hygiene.

Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This is considered in our risk assessment in order to support these pupils and the staff working with them and is not a reason to deny these pupils face-to-face education.

Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents

In line with our risk assessment and timetabling of the day, KHS have put in place and maintain an enhanced cleaning schedule. This includes:

- more frequent cleaning of rooms or shared areas that are used by different groups such as staff rooms, offices, the 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
- cleaning toilets regularly
- encouraging pupils to wash their hands thoroughly after using the toilet
- allocating different groups their own toilet blocks.

KHS we have allocated toilets as follows:

- Lower Prep toilets for all Lower Prep pupils
- Langlands toilets 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.

PHE has published guidance on the [cleaning of non-healthcare settings](#). This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.

Consider how to minimise contact across the site 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 to apply is reducing the number of contacts between pupils and staff. This can be 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:

- pupil’s ability to distance
- layout of the building
- feasibility of keeping distinct groups separate while offering a broad curriculum.

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.

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 to keep that number as small as possible.

When using larger groups, the other measures from the system of controls become even more important to minimise:

- transmission risks
- the numbers of pupils and staff who need to self-isolate.

Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.

Using small groups can:

- restrict the normal operation of education
- present educational and logistical challenges.

KHS have considered:

- the cleaning and use of shared spaces, such as playgrounds, the dining hall and toilets
- the provision of specialist teaching and therapies.

KHS have implemented ‘bubbles’ of an appropriate size to achieve the greatest reduction in contact and mixing. Making sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists.

Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible.

Both the approaches of separating groups and maintaining distance are not ‘all or nothing’ options and will still bring benefits, even if partially implemented.

Bubble groups

The bubble groups plan for the summer term is as follows:

- 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 times

The following areas will be allocated and pupils will be rotated to enable everyone to benefit from the different areas:

- Field (surface condition dependant)
- Playground
- Table tennis area
- Adventure Trail
- Outside the Headmasters' 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 while inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission. There is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other and from children. We know that this is not always possible, particularly when working with pupils with complex needs, or those who need close contact care. Provide educational and care support for these pupils as normal, with other increased hygiene protocols in place to minimise the risk of transmission.

Where possible, for example with older pupils with less complex needs who can self-regulate their behaviours without distress, they should also be supported to maintain distance and not touch staff and their peers. This will not be possible for the youngest children, and some children and young

people with complex needs. It may also not be feasible where space does not allow. Doing this where you can, even some of the time, will help.

When staff and pupils cannot maintain distancing, the risk can be reduced by keeping pupils in the smaller, class-sized groups.

At KHS we have made small adaptations to the classrooms 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.

Some of the small adaptations that we have made are as follows:

- High level windows should be opened rather than low level to reduce feeling drafts
- Increase ventilation while classes are unoccupied – please note that fire doors must not be propped open especially if the room or area is unoccupied.
- Furniture will be rearranged where possible to avoid direct drafts
- Allow suitable indoor clothing.

Measures elsewhere

Large gatherings such as assemblies or collective worship with more than one 'bubble' group will be avoided unless 2 meter social distancing can be adhered to.

When timetabling, groups should be kept apart and movement around the school kept to a minimum. While passing briefly in the corridor or playground is low risk, it's advised to avoid creating busy corridors, entrances and exits.

All stairways must be used in one direction at any one time keeping to social distancing regulation. Clear signage has been erected to remind everyone to check staircase before using to ensure it's clear.

One way systems:

- Around the Peter Brooks building
- Down the back stairs only
- One way into the dining room via the servery and exit via the dining room door.

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

- Staff rest area in main house – only 10 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. Staff will collect their lunch from the dining 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 the setting

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 36 for details of collection after prep, clubs and late club.

Travelling to the setting

Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scooter to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they should follow the [safer travel guidance for passengers](#).

People aged 11 and over must wear a face covering when travelling on public transport. In accordance with advice from PHE, they must also wear a face covering when travelling on dedicated transport to secondary school. People who are [exempt](#) do not need to wear a face covering.

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.

Uniforms do not need to be cleaned more often than usual or using different methods.

Increased ventilation may make school buildings cooler than usual over the winter months. Pupils should consider wearing additional items of the current school uniform.

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.

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

Visitors, contractors and deliveries

Visitors and contractors 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. Contractors will only be allowed on site with prior approval of the Bursar. Small deliveries can be left in the school's main entrance porch and larger deliveries via the side gate. Larger deliveries require prior notification so that social distancing precautions can be implemented.

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

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.

Keep occupied spaces well ventilated

Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area.

Whilst KHS is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

This can be achieved by a variety of measures including:

- natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).

The [Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak](#) and [CIBSE coronavirus \(COVID-19\) advice](#) provides more information.

To balance the need for increased ventilation while maintaining a comfortable temperature, we will use heating as necessary to ensure comfort levels are maintained particularly in occupied spaces.

Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
Face coverings are not classified as [PPE \(personal protective equipment\)](#). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.

Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained
- performing [aerosol generating procedures \(AGPs\)](#).

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.

The guidance on [safe working in education, childcare and children's social care](#) provides more information about preventing and controlling infection. This includes:

- when and how PPE should be used
- what type of PPE to use

- how to source it.

The school has supplies of facemasks, visors, gloves and aprons, which we will give to staff if required. This might include any of the following scenarios:

- 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.

System of controls - response to any infection

Promote and engage in asymptomatic testing, where available

Rapid testing remains a vital part of our plan to suppress this virus.

Home testing

Pupils (Year 7 and above) and staff will be supplied with LFD test kits to self-swab. They have been asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with KHS to help with contact tracing.

Adolescents aged 12-17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 should be tested by an adult.

Confirmatory PCR testing

Pupils and staff who conduct a lateral flow test at home and receive a positive result, should isolate immediately along with close contacts and other household members, in line with NHS Test and Trace guidance.

All positive results from rapid tests, whether conducted at home or at school need to be confirmed with a PCR test within two days of the positive lateral flow test. Following a positive lateral flow test, a confirmatory PCR test should be booked immediately either online or by calling 119. Whilst awaiting the PCR result, pupils and staff and close contacts should continue to self-isolate. If the PCR test is negative, provided it was taken within two days of the positive LFT, it overrides the lateral flow test and pupils and staff can return to school, and close contacts and other household members can stop self-isolating.

Symptomatic testing

The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to [government guidelines](#).

Those with symptoms are also expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.

It remains imperative that the [system of controls](#) continues to be rigorously applied to enable the safest possible environment. The testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic.

Conducting testing in secondary schools and colleges

A negative test result does not remove the risk of transmission completely. In some cases, someone who has tested negative may still be infected with virus and infectious to others. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures regardless of whether they have been tested.

Promote and engage with the NHS Test and Trace process

All KHS staff must ensure they understand the NHS Test and Trace process. Staff members, parents and carers will need to:

- [book a test](#) if they or their child has symptoms - the main symptoms are:
 - a high temperature
 - a new continuous cough
 - a loss or change to your sense of smell or taste
- [self-isolate](#) immediately and not come to school if:
 - they develop symptoms
 - they have been in close contact with someone who tests positive for coronavirus (COVID-19)
 - anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
 - they are required to quarantine having recently visited countries outside [the common travel area](#)
 - they have been advised to isolate by NHS test and trace or the PHE local health protection team
- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

Booking a polymerase chain reaction (PCR) test through 119

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the [NHS testing and tracing for coronavirus \(COVID-19\) 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.

All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.

Polymerase Chain Reaction (PCR) tests contingency supply

Separate to the asymptomatic testing regime, all schools were sent an initial supply of 10 PCR test kits before the start of the autumn term in 2020.

Having a test at a testing site will deliver the fastest results for symptomatic cases. These PCR test kits are provided to be used in the exceptional circumstance that an individual becomes symptomatic and you believe they may have barriers to accessing testing elsewhere.

KHS need to prioritise the distribution of four test kits.

These kits can be given directly to:

- staff
- parents collecting a pupil who has developed symptoms at school

These PCR tests kits will also help ensure that symptomatic staff can get a test. If they test negative, they can return to work as soon as they are well and no longer have symptoms of coronavirus (COVID-19). We ask parents and staff to inform us as soon as they get their results.

NHS COVID-19 app

The app is available to anyone aged 16 and over to download if they choose. For some young people, particularly some with SEND, parents will need to decide whether their use of the app is appropriate.

This will mean that some pupils in year 11 will be eligible to use the app and benefit from its features. Staff members are also able to use the app.

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.

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.

Based on their advice, KHS must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.

Close contact means:

- lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating):
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane

Whilst awaiting the confirmatory PCR result, pupils and staff and close contacts should continue to self-isolate.

If someone who uses transport tests positive, the assessment is likely to take account of factors such as:

- vehicle size
- degree of face-to-face contact
- length of time in close proximity
- whether a Perspex screen is in place

The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home and asked to self-isolate. To support them in doing so, KHS will keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups (see section 6 of the system of control for more on [grouping pupils](#)). This will be a proportionate recording process and we will not 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.

Where individuals are self-isolating and are within our definition of vulnerable, KHS will have systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate; this is a legal obligation. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

- if the test delivers a negative result, they should remain in isolation for the remainder of the 10-day isolation period - this is because they could still develop coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their school immediately, and must isolate from the day of onset of their symptoms and at least the following 10 full days - their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following [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.

Based on advice from Public Health England (PHE) and NHS Test and Trace, the testing programme initially included offering those who came into close contact with a positive case in schools the option of 7 days of daily contact testing (with self-isolation if a subsequent test was positive) as an alternative to self-isolation. PHE and NHS Test and Trace have now reviewed their initial advice in light of the higher prevalence and rates of transmission of new variants. They have concluded that these changes in virus mutations warrant further evaluation work and that daily contact testing in place of self-isolation should be paused until this evaluation has taken place. We will update this guidance once this evaluation is complete.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

Reporting actual or suspected cases of coronavirus (COVID-19) through the education setting status form

From 11 January, we were asked to resume completing an educational setting status form. The form will be amended to reflect wider opening. The data we supply helps the government monitor the impact of coronavirus (COVID-19) on schools.

See guidance on how to submit the [educational settings status form](#) for more information.

Contain any outbreak by following PHE local health protection team advice

If KHS have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak.

We would call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required. They can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.

If KHS are implementing the system of controls, addressing any issues that have been identified and therefore reducing transmission risks, whole site closure will not generally be necessary. KHS will not close except on the advice of health protection teams.

Admitting children and staff back to the school

The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, KHS will advise them to stay at home and seek medical advice.

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

In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending school, KHS can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect pupils and staff from possible infection with coronavirus (COVID-19). Our decision would be carefully considered in the light of all the circumstances and current public health advice.

Asymptomatic testing

Coronavirus (COVID-19) asymptomatic testing in schools

Rapid testing using Lateral Flow Devices (LFD)s supported the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. For staff and Year 7 and above pupils, we have moved to a home testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use. Home test kits are available for all staff from school. Staff have been asked to take the tests twice a week at home. Pupils will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.

Year 7 and above testing on-site through an Asymptomatic Testing Site (ATS)

Year 7 pupils and above were offered testing at school from 8 March.

KHS can offer on-site testing to pupils who are unable or unwilling to test themselves at home.

Home testing

Both pupils in Year 7 and above and staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with KHS to help with contact tracing.

The guidance is that, children aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 should be tested by an adult. Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.

Year 6 and below

All staff, including those working with Year 6 and below, will continue to test with LFDs twice a week at home, as per existing guidance on [testing for staff in primary schools and nurseries](#).

Year 6 and below pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab. We will review this approach in the light of any emerging evidence.

All Year 6 and below pupils were expected to return to school on 8 March at their allocated staggered times.

Testing children with SEND

We recognise the additional considerations to take into account when delivering asymptomatic testing to children with SEN. Self-swabbing may cause significant concerns for some children and young people with SEND. Testing is voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person.

Symptomatic testing

The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.

Those with symptoms are also expected to order a test online or visit a test site to take a lab-based [polymerase chain reaction \(PCR\) test](#) to check if they have the virus.

It remains imperative that the system of controls continues to be rigorously applied to enable the safest possible environment. The testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic.

Attendance

School attendance is mandatory for all pupils from 8 March.

The usual rules on school attendance apply, including:

- parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

As usual, KHS are responsible for recording attendance, following up absence and reporting children missing education to the local authority.

During the week commencing 8 March, Year 7 and above pupils were offered asymptomatic testing at KHS. Pupils who consented to testing, returned to face-to-face education following their first negative test result. Pupils who did not undergo testing were to attend school in line with their phased return arrangements. Vulnerable children and children of critical workers should continue to attend school throughout, unless they receive a positive test result. Testing is voluntary, but strongly encouraged.

Guidance on year 11 exam cohort attendance and provision for the 2021 summer term can be found in [annex B](#) of the DfE Guidance.

Self-isolation and shielding

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19).

Shielding advice has been paused nationally from 31 March. All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and

have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.

As normal, we will not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is already set out in the [school attendance guidance](#) but is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, rather than a doctors' note. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues.

KHS will continue to provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19), in the circumstances provided for in the [remote education temporary continuity direction](#). We will keep a record of this activity but do not need to record it in the attendance register.

KHS will continue to offer pastoral support to pupils who are:

- self-isolating
- [vulnerable](#)

Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

Recording attendance

KHS will continue to record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.

Code X will be used if a child is self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC.

We are awaiting further advice from DfE in due course on what should be included in pupils' attendance records in end of year reports.

Pupils and families who are anxious about attending school

It is likely that some pupils, parents and households may be reluctant or anxious about attending school. This may include pupils who:

- have themselves been shielding previously but have been advised they no longer need to shield
- live in a household where someone is clinically vulnerable (CV) or CEV (including young carers)
- are concerned about the possible increased risks from coronavirus (COVID-19) such as those who have certain conditions such as obesity and diabetes.

At KHS we bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and we put the right support in place to address this.

Parents with any concerns are encouraged to raise them with KHS so we are able to provide reassurance on the measures we are putting in place to reduce any risks.

We would like to remind parents that pupils of compulsory school age must be in school unless a statutory reason applies.

Encouraging regular school attendance

KHS will continue to communicate clearly and consistently the expectations around school attendance to families and any other professionals who work with the family where appropriate. We also identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. There is particular emphasis on:

- disadvantaged and vulnerable children and young people
- pupils who were persistently absent prior to the pandemic
- pupils who have not engaged with school regularly during the pandemic.

KHS will offer pastoral care to support families who may need additional help to secure pupils' regular attendance.

We will also continue to work closely with other professionals across the education and health systems, where appropriate, to support school attendance. Please do continue to notify the pupil's social worker, if they have one, of non-attendance.

Vulnerable children

Where pupils who are self-isolating are within our [definition of vulnerable](#), KHS has systems in place to keep in contact with them.

When a vulnerable pupil is required to self-isolate, KHS will:

- keep an open channel of communication with the pupil, parents or guardian
- notify their social worker (if they have one)
- agree with the social worker the best way to maintain contact and offer support.

KHS have procedures in place to:

- check if a vulnerable pupil is able to access remote education support
- support them to access it (as far as possible)
- regularly check if they are accessing remote education.

School workforce

School leaders are best placed to determine the workforce that is required in school, taking into account the updated advice set out in this section of the guidance for those staff who are CEV.

Some roles, such as some administrative roles, may be conducive to home working, and KHS will consider what is feasible and appropriate without detriment to the children or other colleagues in the full operation of the school.

All staff must follow the [system of controls](#) to minimise the risks of transmission. Following the system of controls will reduce the risks to all staff significantly. All measures implemented to reduce risk will be explained and individual concerns discussed.

Staff who are clinically extremely vulnerable

Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.

CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.

Staff who are clinically vulnerable

CV staff can continue to attend school. While in school they must follow the [system of controls](#) to minimise the risks of transmission.

Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.

Staff who are pregnant

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

In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. [COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding](#) contains vaccination advice.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19).

Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.

For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as the [system of controls](#) set out in this guidance are in place.

KHS will continue with an equitable approach to risk management for our workforce, recognising that staff may have a variety of baseline risks. Work continues to build our understanding of what these baseline factors are and the increased risks they pose.

There is further [information available on who is at higher risk from coronavirus](#).

Staff who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.

Employers' health and safety obligations

Employers have a legal obligation to protect their employees, and others, including children, from harm. KHS will continue to assess and update health and safety risks in the usual way, especially in the light of any changing circumstances.

Following the system of controls will help you:

- mitigate the risks of coronavirus (COVID-19) to pupils and staff
- meet your legal duties to protect employees and others from harm.

The Health and Safety Executive published guidance on [first aid during coronavirus \(COVID-19\)](#) which:

- supports local risk assessments
- provides guidance for first aiders.

Equalities duties

KHS will continue to meet your equalities duties. See the [Equality Act 2010 advice for schools](#) for more information.

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](#) and [Wellbeing for Education return programme](#) 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 into school. 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 Senior Leadership Team.

Supply staff and other temporary or peripatetic staff

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

Supply staff and other temporary or peripatetic staff can move between schools. Such staff and visitors must follow our school's arrangements for managing and minimising risk based on the [system of controls](#). They will also have access to information on the safety arrangements.

This also applies to other temporary staff and volunteers working in schools such as:

- support staff working on a supply basis
- peripatetic staff such as music tutors and sports coaches
- those working in before and after school clubs.

Other support

Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles.

Where KHS are using volunteers, we will continue to follow the checking and risk assessment process in the volunteer section of [keeping children safe in education](#). Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place.

Recruitment

KHS can continue recruiting members of staff.

The school will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible. The DfE teaching blog provides:

- information on the [experience of implementing interviews remotely](#)
- advice that can be sent to candidates on [how to prepare for remote interviews](#).

Where face-to-face meetings are necessary, KHS will share the school's control measures in advance and make it clear to candidates that they must follow the [system of controls](#) that you have in place.

This includes any requirements for wearing face coverings where social distancing cannot be managed safely.

When recruiting, we will continue to adhere to the legal requirements on pre-appointment checks as set out in part 3 of [keeping children safe in education](#).

Staff taking leave

We recognise that 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 for a legally permitted reason, their return travel arrangements could be disrupted due to coronavirus (COVID-19) restrictions and they may need to quarantine on their return.

Guidance on [how to self-isolate when you travel](#) is available.

Transport and travelling

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 unless on the school's exempt list
- the minibuses have been fitted with a protective screen for the driver and all buses will be cleaned more frequently
- fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows.

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

In many areas, pupils normally make extensive use of the wider public transport system, particularly public buses and trains. Public transport capacity continues to be constrained. 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](#).

Pupils travelling from abroad

Pupils travelling back from abroad to attend school will need to be aware of the rules to pupils and their parents before they travel to the UK.

Anyone who is not a British or Irish national, or who does not have the right to reside in the UK, who has travelled from or through a '[red list](#)' country in the previous 10 days, is not permitted to enter the UK and should be told not to travel.

Pupils travelling to England from other, non-red, list countries outside the common travel areas in the last 20 days will need to quarantine at their place of residence or other suitable place and purchase a home testing package, with coronavirus (COVID-19) tests to be taken on days 2 and 8 after arrival to support the UK's genomic sequencing programme.

Before travelling, everyone must:

- take a coronavirus (COVID-19) test and get a negative result during the 3 days before you travel
- book and pay for a travel test package, which will include coronavirus (COVID-19) tests to be taken on day 2 and day 8 of your quarantine
- complete a passenger locator form before arrival, with details of where you will quarantine when you arrive and the travel test package booking reference number.

Where pupils have travelled to England from a country from where travel is permitted, they are required to [quarantine in their own accommodation](#) for 10 days.

School meals

At KHS, all catering staff have received training relating to COVID-19. We expect that our kitchen will be fully open from Monday 8th March; however, there will be a number of changes detailed below:

- There will be no milk or 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 collected from the dining room and taken to a staff room or a suitable outside space.

Remote education

Independent Schools (not including academies) are expected to meet the [Independent School Standards](#) in full at all times. This includes the requirement to meet all of the education requirements set out in part 1 of the Independent School Standards.

In the event pupils are required to remain at home, we will immediately revert to remote education, which may involve blended learning, in order to provide a carefully balanced curriculum to meet the needs of the pupils. This may entail a modified version of the timetable.

Microsoft Teams will be used throughout the school to deliver face-to face lessons with students. This will allow for interaction, assessment and feedback. The morning registration period will enable 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 will be used to deliver a broad and ambitious curriculum. This will ensure that purposeful tasks are set each day across the 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 we will work with families to deliver a broad curriculum.

Delivering remote education safely

Keeping children safe online is essential and at Kingswood House School, all staff adhere to our Child Protection and Safeguarding policy along with others that relate to online safety such as our E-Safety policy. Both can be located on the school website.

The Statutory guidance [keeping children safe in education](#) provides information on what to do to protect pupils online.

The guidance includes a collection of resources which includes support for:

- safe remote education
- virtual lessons
- live streaming

- information to share with parents and carers to support them in keeping their children safe online.

[Safeguarding and remote education during coronavirus \(COVID-19\)](#) provides guidance to help schools and teachers support pupils' remote education during coronavirus (COVID-19).

Remote education - special educational needs

If pupils with SEND are not able to be in school their teachers are best placed to know how the pupil's needs can be most effectively met to ensure they continue to make progress.

The requirement for schools within the [2014 Children and Families Act](#) to use their best endeavours to secure the special educational provision called for by the pupils' special educational needs remains in place.

KHS continue to work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education. In this situation, decisions on how provision can be delivered should be informed by relevant considerations including the types of services that the pupil can access remotely.

Further information can be found on [supporting pupils and students with SEND](#) to access remote education.

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.

Estates

We will continue to use the one way system used 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).

Fire safety

KHS will continue to review and check fire safety management plans and policies in line with operational changes. This includes the following:

- all fire doors are operational at all times
- your fire alarm system and emergency lights have been tested and are fully operational

KHS will continue to carry out emergency drills as normal (following social distancing as appropriate). Adjustments to our fire drill will be made to allow for social distancing as appropriate.

Opening after reduced occupancy

It is important to undertake all the usual building checks to make the school safe. If buildings have been closed or had reduced occupancy, water system stagnation can occur due to lack of use. This can increase the [risk of Legionnaires' disease](#).

Kingswood House School had remained in operation and open for key workers children and vulnerable pupils. The school has ensured that all required and regulated checks have continued throughout this time.

Educational visits

KHS recognises the significant benefits of educational visits for children's educational development as well as their mental health and wellbeing and is taking steps to allow children to enjoy visits in line with the government's roadmap. The [roadmap](#) is driven by data, not dates. The government will only move from one step to the next when it is safe to do so and based on 4 tests.

For that reason, all dates are indicative and subject to change. This advice has now been updated to reflect the Prime Minister's announcement regarding step 2. Advice will continue to be updated in line with the roadmap.

Educational day visits

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

Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. KHS will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, KHS will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. KHS will consult the [health and safety guidance on educational visits](#) when considering visits.

Domestic residential educational visits

In line with the roadmap, DfE advise against domestic residential educational visits until at least step 3, no earlier than 17 May.

The roadmap is driven by data not dates. The approach to domestic residential visits is dependent on the roadmap and is subject to change.

Existing bookings

Should step 3 commence as planned, KHS may undertake domestic residential education visits, that are already booked, no earlier than 17 May.

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

New bookings

Schools may begin planning for new domestic residential educational visits to take place. Should step 3 commence as planned, new visits will be possible from no earlier than 17 May.

Schools are advised not to enter into any new financial or contractual commitments at this stage.

This advice will remain under review and updated at the earliest opportunity.

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

DfE are working with Public Health England and the sector on what coronavirus (COVID-19) secure residential visits will look like at step 3, and further advice will be provided.

International visits

The Global Travel Taskforce has been commissioned to set out how to facilitate a return to international travel as soon as possible while managing the risk from imported variants of concern. It is due to report on 12 April 2021. This advice will be updated following the publication of the report.

Indemnity

DfE recognise the gap created by the coronavirus (COVID-19) pandemic in the commercial insurance market relating to coronavirus (COVID-19) travel cancellation insurance.

DfE are working with Her Majesty's Treasury to explore the possibility of addressing that gap and putting in place a coronavirus (COVID-19) restricted indemnity that will:

- give schools cover against coronavirus (COVID-19) travel cancellations in the future
- allow schools to book new visits with confidence

More details will be provided as soon as they are available.

Wraparound provision and extra-curricular activity

Kingswood House School have resumed breakfast and after-school provision.

In line with the government [roadmap](#), from 12 April all parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend.

KHS will continue to work closely with any external wraparound providers which our pupils may use to minimise mixing between children. This can be achieved by taking steps such as trying to keep children in the same school day bubble or school together, or in consistent groups.

If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member.

Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.

There is further guidance for [providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children](#) may help to plan extra-curricular provision.

Where parents are using external childcare providers or out of school extra-curricular activities for their children, KHS also:

- advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.
- encourage them to check providers have put in place their own protective measures
- send them the link to the [guidance for parents and carers](#)

When KHS hire out our premises for use by external wraparound childcare providers, such as after-school or holiday clubs, we will make sure these organisations have:

- considered the relevant government guidance for their sector
- put in place protective measures

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

- Seniors in the English room
- Years 7 and 8 in the IT suite
- Years 5 and 6 in Katy Walton 1 and 2 (double class on ground floor)
- Lower Prep in Lower Prep.

Extra curricular clubs are all being co-ordinated by Mrs Lambert and a limited timetable will run until the start of the summer term. We are hopeful that a full programme will resume in the summer term.

Pick up after prep and clubs continue and 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 commenced during the Easter holidays and will 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.

Use of Facilities by External Providers will be allowed to use our facilities by arrangement with the Bursar who will ensure that they work with us to consider how they can operate within our wider protective measures according to relevant government guidance.

Music and drama in school

We will continue teaching music and drama as part of the school curriculum, especially as this builds pupils' confidence and supports their wellbeing. There may, however, be an additional risk of

infection in environments where singing, chanting, playing wind or brass instruments or drama takes place.

We will continue to engage peripatetic music teachers during this period. All current individual music lessons will proceed with the protection of clear screens between peripatetic staff and pupils and ventilation were possible.

We will also further 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. Handling of music scores, parts and scripts should be limited to the individual using them.

Additionally, staff should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on [handling equipment and instruments](#).

KHS will not host any performances with an audience during this period. We may consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.

In individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction.

Physical activity in school

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.

In considering what team sports can be offered, those whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted.

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.

From 29 March, outdoor competition between different schools can take place. From 12 April, indoor competition between different schools can take place.

KHS are working on arrangements for fixtures in the summer term such as Cricket.

On the days when a pupil has PE or Games, they must attend school wearing full, clean sports uniform in order to avoid the need for changing on site.

Behaviour, discipline and wellbeing

KHS policies set clear, reasonable and proportionate expectations of pupil behaviour. They also clearly set out the consequences for poor behaviour and deliberately breaking the rules. These consequences and sanctions can also cover breaking the rules of restrictions on movement within school and new hygiene rules.

KHS is aware that pupils....

- may struggle to reengage in school
- are at risk of being absent or persistently disruptive.

Some pupils may return to school having suffered from:

- bereavement
- anxiety
- in some cases, increased welfare and safeguarding harms.

This may lead to an increase in social, emotional and mental health concerns, particularly for vulnerable groups such as:

- pupils with a social worker
- previously looked-after children who left care through adoption or special guardianship
- young carers.

These pupils may need additional support and access to services such as educational psychologists, social workers and counsellors.

Additionally, provision for pupils who have SEND may have been disrupted during the period of restrictions on attendance and there may be an impact on their behaviour. We will continue to work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to school for pupils.

Pupil wellbeing and support

Some 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.

KHS will consider using pastoral and extra-curricular activities to:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to coronavirus (COVID19)
- 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.

Safeguarding

Our designated safeguarding lead has been provided with more time, especially in the first few weeks of the return to school, 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. Please see the addendum to our Child Protection and Safeguarding Policy – KHS Covid-19 Safeguarding Policy.

Inspections and exams

Independent schools (not including academies) inspection

Ofsted and the Independent Schools Inspectorate (ISI) will continue to undertake emergency, progress monitoring and material change inspections where appropriate in the summer term. For the summer term 2021, from 4 May, Ofsted intend to restart some onsite standard inspections under its Education Inspection Framework and ISI intend to restart some standard inspections under its Regulatory Compliance Inspection Framework. Further information about these inspection arrangements will be available from inspectorates soon.

Exams

GCSE and IGCSE exams will not go ahead this summer as planned.

Students taking GCSE or IGCSE's, will receive grades based on teacher assessment, with teachers supported to reach their judgements by guidance and training from the exam boards. Information about [awarding qualifications in summer 2021](#) is available.

The 2021 exams approach requires Kingswood House School to submit grades by 18 June 2021.

Contingency planning

For individuals or groups of self-isolating pupils and pupils who are shielding following government guidance related to coronavirus (COVID-19), remote education plans are in place.

KHS will continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, we may be asked to revise our delivery models for a short period of time. To help with this, DfE have published a [contingency framework](#), which has been updated and outlines how schools should operate in the event of any restrictions.

Any decision that there should be local restrictions in any childcare or education settings will be made by central government on a case-by-case basis.

Annex A: Health and safety risk assessment

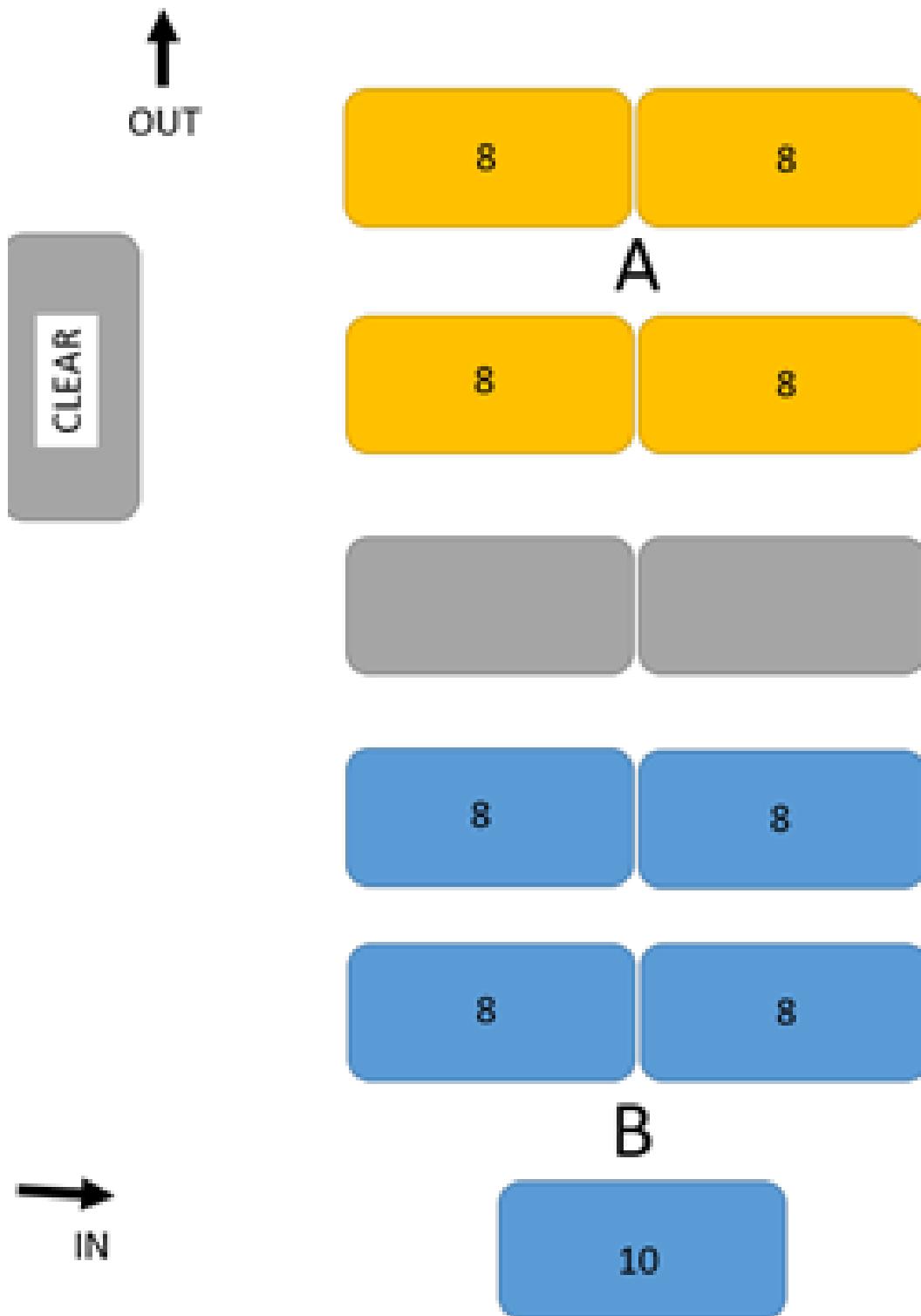
Coronavirus (COVID-19) specific

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 | |