



STANBOROUGH SCHOOL

COVID-19 PROCEDURES

Key school opening procedures

- The school will follow government guidance as it is updated and our procedures will be updated accordingly.
- Our school procedures will only be effective if families follow current government guidance at the time on all Covid-19 related procedures, such as checking for symptoms before coming to school, where/how to get tested in the event of a suspected case at home, self-isolation guidelines and rules for travel.
- A personalised risk assessment has been written for students and staff with specific needs and those who are more vulnerable. For example, older adults (that is people over 60 years old); and those with underlying medical conditions (such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer).
- Staff will continue to work on risk assessments, which will be developed in consultation with Senior Members of Staff and our Health and Safety Officer.
- The school will respond to any confirmed COVID-19 cases by following local health protection team advice.

Arrangements before leaving home

- Students need to pack their schoolbag with only the equipment required for the day. Exercise and textbooks will be left in school on most occasions, to minimize the risk of the virus spreading.
- Students will need their own equipment, as it will not be possible to use class sets of items, such as glue sticks & scissors, or borrow from classmates.
- Students are required to bring snacks to school as they will not be sold during breaktime.
- Students need to bring a face mask with them before they set off in the morning.
- If a child loses their face mask, these can be purchased from the school office.
- Students should wash hands carefully before setting out from home.
- Students should attend in full school uniform, other than on the day they have PE, where they are required to bring their PE kit.
- Mobile phones are permitted to be brought to school, as per our current policy. However, they must be turned off, or on silent, before entering the school building. They must stay in their school bag, which will be placed at the back of the classroom (lockers will not be in use).

Arrangements for Travel and Arrival

- Everyone is expected to follow relevant guidelines to maintain safety in travelling to school. This includes wearing a face covering on public transport.
- Students are required to wear a face mask when walking around school. They will not be required to wear a face mask in lessons or in the dining hall when eating.

- If parents are dropping students off or picking up from school, they are to remain in their cars unless they are reporting to reception.
- Parents and community members wishing to enter the school building, must report to reception and follow the guidance written on the reception door.
- All members of the community will be required to wear a face mask around school.

See below, the time and location that students are required to arrive at school:

	Year 7	Year 8	Year 9	Year 10	Year 11
Time of arrival	8:30am	8:30am	8:40am	8:40am	8:50am
Location	Front Student Entrance	Back Student Entrance	Front student entrance	Back student entrance	Front Student Entrance

- Upon arrival, all students will have their temperature taken, so that we are able to identify if a person has a fever and therefore might be infected with coronavirus.
- If arriving late to school, a student will need to press the buzzer at the door to reception, and their registration will be noted before they go to their classroom.
- We are aware that some students may be required to attend school earlier than 8:30am. We have introduced a new breakfast club from 7:45-8:30am. Here, students will be fully supervised in the dining hall and given breakfast. If parents wish for their child to attend breakfast club, they are to contact Mrs Papaioannou at: apapaioannou@stanboroughpark.herts.sch.uk.
- Students will not be allowed to enter the school building earlier than the time given above, unless they are attending breakfast club, or have been given permission by a member of staff.

Arrangements for Breaktime and Lunchtime

- Snacks will not be sold at breaktime, so students will need to **bring a snack to school** with them.
- Hot food will be provided at lunchtime or students can bring a packed lunch to school.
- During breaktime and lunchtime students will remain in their bubbles (year groups).

Arrangements for Hand washing & sanitising

- Hand sanitizing dispensers have been installed at appropriate points around the school site.
- All Students, staff and visitors are to use hand sanitizer on arrival.
- Staff will remind students to wash hands / use sanitizer regularly. This will include, on entering buildings, at the start of lessons 1, 3 and 5, before and after eating and throughout the day.
- If a student has a skin condition which is exacerbated by the use of hand sanitizer, parents are required to inform us of this and a Health Care Plan would be drawn up.
- All staff and pupils must follow good respiratory hygiene procedures, using the 'catch it, bin it, kill it' approach, which we are familiar with at school.

Minimising contact

- Where possible, year groups will remain in separate bubbles, including designated zones for breaktime and lunchtime. In addition, they will be given specific activities (in year groups) to participate in during lunchtimes. These will include sports and outdoor play.
- On arrival, students will use the marked path to their zones outside their entrance areas.
- Everyone on site will try to maintain social distancing, where possible. The current government guidance on this is: *'We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group'*. ***'Older children should be encouraged to keep their distance within groups.'***
- To reduce congestion in corridors, there is a one-way system throughout the school.
- All students will be provided with normal lessons in bubbles, with the flexibility for teachers to use specialist rooms upon request.
- Clear markers are placed outside each classroom, to allow for students to keep to social distancing, should they be required to line-up outside.
- Desks are facing forwards and 2 meters apart.
- Each class has created a seating plan, so that students are clear where they are sitting at the start of each lesson.
- Students will bring their bag to form classes. Lockers will not be in use, due to their close proximity to each other, making it difficult to adhere to the social distancing rules.
- Each classroom has a maximum number of students and staff allowed. On occasions, some classes will be required to relocate to larger classrooms to accommodate for class sizes.
- Numbers of pupils in toilet areas will be reduced to a maximum of 2 at a time.
- Changing for PE is arranged in such a way as to minimise the number of pupils in the changing room. Swimming sessions may take place if we are assured that it is safe to do so.
- Teachers will maintain the distancing rule when checking students work.
- Marking of books should happen in school wherever possible. Staff follow hygiene procedures when handling books, by sanitising hands before and after and not touching their face during the marking session. Staff may prefer to wear gloves for this task.
- At lunchtime, students eating in key stages and each year group is required to sit together whilst adhering to social distancing.
- Peripatetic teaching will resume on site and a full risk assessment has been carried out. Books borrowed from libraries will be collected in a box each week and left for a period of 72 hours before being returned to the shelves for reissuing.
- Assemblies will take place remotely in order to adhere to social distancing.

Enhanced cleaning

- Teachers ensure that classroom desks are cleaned at the end of each lesson.
- Teachers have their own whiteboard pens, erasers etc to avoid sharing these.
- There are wipes available by the photocopier and any shared kettles etc.
- Cleaning staff clean door handles, handrails, door keypads, toilet areas and handwashing facilities during and at the end of each day.

End of school day

- Parents in cars are required to wait in vehicles unless they need to go to reception. Parents must park in the car park and not the front of the school.
- Key **Stage 3 students leave school at 3:30pm** and **Key Stage 4 students leave school at 3:35pm**. This will allow for social distancing and prevent congestion.
- Students must depart from the school premises, unless they have been given permission to stay behind. If KS4 students are required to leave at 3:30pm, parents must inform the school before school.
- If students are being collect by parents on-foot, they are required to meet parents at reception.

If a child shows symptoms of COVID-19 in school

- Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and any unwell individuals are sent home as soon as possible.
- If a child presents with symptoms, they are to inform a member of staff immediately.
- Parents will then be informed to ensure that arrangements are made for the student to be sent home.
- Pupils awaiting collection are moved to a room where they can be isolated behind a closed door in the Boarding School.
- Anyone in school who displays symptoms is encouraged to get a test.
- We will only offer a home test kit to individuals who have developed symptoms while at school (or to their parent or career) in the exceptional circumstance that we believe they may have barriers to accessing a test elsewhere. This will help us to take swift action to protect students, parents and staff in the event of a positive test result.

Test and Trace

Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:

- Book a test if they (or their child) display symptoms.
- Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Self-isolate for 10 days if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.
- Anyone in school who displays symptoms will be required to get a test.
- Parents and staff are asked to inform the school immediately of test results.
- If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating.
- If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.

Confirmed cases of coronavirus

- Where an individual in the school community tests positive for coronavirus, the Headteacher will contact the Local Health Protection Team and seek further advice.
- Individuals at school who have been in close contact with someone who has tested positive will be sent home immediately.
- Parents will be informed by parent mail to come and collect their child. If parents cannot collect children, they will need to let the school know. Unless they are struggling to collect their child and need to inform the school, they are to refrain from calling the school so that the lines are clear.

Arrangements for a possible 'stay at home' order

- Arrangements for travel to and from school will remain the same as the procedures given when the school reopened in September 2020. The time and location that students are required to arrive at school also remains the same.
- For very high and high Local COVID alert levels, staff have been advised to “ try to avoid travelling outside the very high alert level area you are in or entering a very high alert level area, other than for circumstances such as work, education or youth services, to meet caring responsibilities or if you are travelling through as part of a longer journey”.
- All students are provided with normal lessons in bubbles, with the flexibility for teachers to use specialist rooms upon request.
- Students are required to leave the premises at 3:30pm (KS3) and 3:35pm (KS4) to reduce the time they are required be on the premises and therefore minimise the possibility of contracting the virus.
- Most Interventions will take place at home using Google Classroom.
- As the rest of the country will be on lock-down, all staff are encouraged to leave the premises by 4:30pm each day. After school meetings will take place at or around 5:30pm via conference (video) call.