



2020 - 2021 Autumn term Covid-19 Protocol

Access to School

- Only staff and pupils will be allowed inside the school building unless a meeting is booked in via the school office. Parent / staff meetings will be carried out on Zoom or by telephone if possible. Deliveries will be collected from outside the front door or kitchen as necessary.
- Drop off and pick up routines will be adjusted – please see table below.
- Staff will be on duty on Penywern Road (PR) Brechin Place (BP) and Old Brompton Road (OBR) to help maintain social distancing (SD) at drop off and pick up. To avoid congestion, we ask that only one adult brings a child to school and arrival at school is as close as possible to the scheduled time. Please can parents keep their children socially distanced from others whilst waiting

Bubbles

- Two school 'bubbles' have been created:
- FHG with an Upper School (Year 4-6) 'bubble' and a Lower School (Rec-Y3) 'bubble'.
- FHB with an Upper School (Year 3-5) 'bubble' and a Lower School (Rec-Y2) 'bubble'.
- These bubbles will have minimal contact with each other in school. If a room or resource is shared across bubbles, this will be thoroughly cleaned in between groups
- Entry and exit into the school building has been adjusted so that the bubbles can keep apart and the timetable changed to allow different bubbles use of the playground at different times.

Infection Control and Protection

- If pupils or staff show any of the signs of Covid-19 they must not come to school. (<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms> Parents of pupils with symptoms should use <https://www.nhs.uk/ask-for-a-coronavirus-test> to arrange a Covid-19 test.
- Children should not come to school if any member of their household has Covid-19.
- Hand sanitiser stations have been fitted at every entrance to the school and must be used before entering the building.
- Pupils will be encouraged to wash their hands regularly with soap and hot water.
- Doors and windows will be open in the classrooms to maximise ventilation.
- All pupils are to bring their own water bottles which should be taken home at the end of each day and returned to school the next day.
- Children should bring in their own stationery in a pencil case which will remain in school.
- Individual playdough, clay or plasticine pots will be issued to the children.
- The interactive whiteboards will only be used by the teacher.
- The children will wipe down their iPads frequently.
- School resources will not be taken home unless absolutely necessary. In this situation e.g. reading books we ask parents to ensure they're thoroughly cleaned at home before coming back to school and they will be thoroughly cleaned and quarantined on return to school before being reused.
- Class furniture will be regularly wiped down during the day by the teacher.
- All non-essential soft toys and furnishings will be removed from the classroom. The toys that will be available will be washed at the end of the day.

- Children should come into school in sports kit if PE is scheduled as this eliminates the requirement to change.
- We recommend washing the children's school clothes each evening where possible.
- Where possible there will be no sharing of resources, if equipment is shared it will be cleaned after each use.
- The playground equipment will be removed and the bench on the tree trunk will be cleaned after each break.

Social Distancing in School

- The classroom will be arranged to maximise SD. All unused furniture will be removed and stored.
- Movement around the school will be kept to a minimum. When at all possible the stairs will only be used when clear of other groups.
- There will be no whole school assemblies or gatherings.
- The playground will be divided in two to help keep groups apart.

Cleaning

- A thorough deep clean of the school took place over the holidays. The school will be cleaned in the middle of the day and at the end of each day with particular attention being paid to surfaces that are touched regularly.
- Class equipment will be regularly wiped down by the teacher and always after an item has been used.
- Door handles and stair bannisters will be cleaned twice daily.
- Bathrooms will be checked regularly and cleaned at least twice a day.

Medical Considerations

- Pupils and staff feeling unwell will be temperature tested by a member of the office using the infra-red thermometer.
- If any child develops Covid-19 symptoms whilst at school, they will be taken to the sick bay by a member of staff to await collection. Parents will be contacted and asked to collect their child immediately and to arrange for testing using the following link: <https://www.nhs.uk/ask-for-a-coronavirus-test>. The test result must be negative before they are allowed to return to school.
- Staff with suspected symptoms will have a test arranged by the Bursar.
- If a case of Covid-19 is confirmed (pupil or member of staff) the school will immediately inform the Public Health England who will dictate the protocol to be followed in terms of who is required to isolate and also informing the school community.
- Staff working with younger children where SD may be more challenging will wear PPE if they wish.

Catering

- Meals will be plated by Falkner House staff who will also hand out cutlery. There will be no buffet style dining options.
- All cutlery and crockery will be thoroughly washed and will be sterilised.
- The kitchen tables and benches will be cleaned after each serving.

Further Guidance

The latest government guidance on the phased re-opening of schools can be found at the following link:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>



Brechin Place FHG

Year Group (left and right of gate are from Old Brompton Road looking at school)	Dropping time	Collection time Monday – Thursday	Collection time Friday
Reception (Left gate into Rec classroom)	8.20 – 8.40	3.00	3.00
Year 1 (Right gate into Aviary)	8.20 – 8.40	3.00	3.00
Year 2 (Left gate into Aviary)	8.20 – 8.40	3.30	3.00
Year 3 (Right gate into Aviary)	8.20 – 8.40	3.30	3.00
Year 4 (19 Brechin Place front door)	8.20 – 8.40	3.30	3.00
Year 5 (17 Brechin Place front door)	8.20 – 8.40	3.30	3.00
Year 6 (19 Brechin Place front door)	8.20 – 8.40	3.30	3.00
Nursery am (no change 17 BP)	8.30 – 8.40	11.30	3.00
Nursery pm (no change 17 BP)	12.30 – 12.40	3.40	3.00

* Academic groups will continue as normal before and after school

- Parents of children in Year 6 are encouraged to allow their children to walk to school even if it is from the end of BP.
- Pupils that arrive later than their allotted time should use the front door at 19 BP.
- Children/parents are asked to queue towards Rosary Gardens for entry/exit to/from the left gate on the Old Brompton Road or Gloucester Rd for entry/exit to/from the right gate.

Penywern Road FHB

Year Group (left and right of front door are from Penywern Road looking at school)	Dropping time	Collection time Monday-	Collection time Tuesday	Collection time Wednesday	Collection time Thursday	Collection time Friday
Reception week 1	8.45- 9.00	3.00	3.00	3.00	3.00	3.00
Reception subsequently (lower ground floor door)	8.45- 9.00	3.00	3.00	3.00	3.00	3.00
Year 1 (Right side of door)	8.25 – 8.45	3.00	3.30	3.00	3.30	3.00
Year 2 (Right side of door)	8.25 – 8.45	3.30	4.00	3.30	4.00	3.00
Year 3 (Left side of door)	8.25 – 8.45	3.30	4.00	3.30	4.00	3.00
Year 4 (Left side of door)	8.25 – 8.45	3.30	4.00	3.30	4.00	3.00
Year 5 (Left side of door)	8.25 – 8.45	3.30	4.00	3.30	4.00	3.0

Please can parents keep their sons socially distanced from other boys whilst waiting.