

*'Extraordinary times can bring our community closer together, even if we are forced to be physically further apart'*



BEESTON HALL SCHOOL

Bravery, Energy, Empathy

# Covid-19

Planning and Information for Parents

Keeping Beeston Safe

We understand the current restrictions impact all within the School and extended community and recognise that these are challenging times for everyone. Our continued thanks to all affected by these measures for their support and understanding.

Please note, this document is under regular review and is subject to change.

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The documents listed below were all created for the re-opening of Beeston on 1<sup>st</sup> June and are available on request. These policies will be updated with the latest guidance.

- Phased return to School Policy
- C19 Cleaning and Hygiene Policy
- C19 General Risk Assessment
- C19 PE Risk Assessment
- C19 Site Risk Assessment
- C19 Social Distancing Risk Assessment
- C19 Staff Guidance Risk Assessment
- The Art Room Risk Assessment
- The DT Room
- The IT Room
- The Music School Risk Assessment
- The Science Lab
- The Chapel
- The Library Risk Assessment
- The Sports Hall
- The Drawing Room
- Dogs on Site
- Copies of Norfolk County Council template letters for parents

## 1. Introduction

This document is an edited version, for parents, of the detailed information and procedures prepared primarily as the definitive guide on how we intend to welcome back all pupils, from Reception to Year 8 in September, to ensure the Beeston community thrive. It will be available to staff, parents and pupils and should be considered on three levels as providing the following:

- A Risk Assessment/Management document
- The Procedures and Protocols taking into consideration Covid 19 that Beeston Hall are implementing.
- Guidance and Information that will hopefully answer any questions, staff, pupils or parents may have.

Beeston Hall's first priority is the Physical and Mental Health and wellbeing of the whole community. We are a responsible organisation and fully recognise the profound obligation we have to safeguard the health of our pupil body and our staff. Equally, we must also maintain the confidence of our local community.

**The following documents and websites have been used to produce this plan.**

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.food.gov.uk/business-guidance/industry-guides-to-good-food-hygiene>

<https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/track-and-trace/management-of-cases.pdf?la=en&hash=1A350BB777081710420B123E09FB8812621B97D1>

<https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/health-safety-and-wellbeing/covid19-educational-settings--risk-assessment--recovery-plan-autumn-term.doc?la=en>

<https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/transition-toolkit-after-pandemic/september-staffing-considerations.pdf>

<https://www.uppingham.co.uk/covid-19>

<file://bhsmain/Redirected%20Folders/hammondbob/Downloads/Help%20prevent%20the%20spread%20of%20coronavirus.pdf>

Boarding Schools Association (BSA) – [www.boarding.org.uk](http://www.boarding.org.uk), [www.bsa@boarding.org.uk](mailto:www.bsa@boarding.org.uk)

Government guidance – [www.gov.uk/government/publications](http://www.gov.uk/government/publications)

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on Covid 19-related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

In the Summer Term the government provided us with a list of 'Protective Measures' that as a school we followed. As September approaches they have issued us with a list of 'Essential Measures' that we will be following. They are as follows:

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

Having tried and tested our 'control measures' at Beeston with Reception to Year 6 last term we are confident we can build on this and implement further sensible and proportionate measures that will further aid the safe return to school of all year groups and staff. These will follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

Beeston Hall has arrangements in place to monitor the effectiveness of its control measures. See section below concerning the monitoring of the control measures.

## **2. The day to day functioning of the School**

### **On-site Rules**

- All staff when walking around the site MUST wear a face covering.
- All children in Year 5 – Year 8 MUST socially distance from staff (\*see note at end of section).
- All children in Reception to Year 4 MUST socially distance from all staff except their form teacher who is a full-time member of that bubble only.
- All staff are expected to socially distance from each other at all times.
- Staff are not expected to wear a face mask when teaching.
- All staff on duty inside a building MUST wear a face mask.
- All staff on duty outside may choose not to wear a face mask if they wish.
- All staff and children must ensure they walk on the correct sides of a pathway or staircase when moving around the site. These will be clearly labelled.

\*It is accepted that social distancing with young children is extremely difficult and that being as the children are taught by a class teacher in Reception to Year 4 and that member of staff is only involved with said bubble social distancing will not be as easy nor as necessary as higher up the school were children in Y5 to Y8 have a wide range of teachers. However, social distancing should take place as much as possible in reception to Year 8.

There will be a range of Covid-19 specific signage affixed externally (for parents, staff, visitors etc) and internally (for pupils and staff) with reminders, rules and protocols.

## **Staff and Pupil Welfare**

Beeston Hall recognises that these are challenging times for the whole community and that staff and pupils may need additional support in dealing with the current situation. All pupils have a range of staff that they can talk to should they wish and there are posters around the site the list these staff, as well as offering phone numbers for external agencies and our 'outside independent listener'.

For staff who may need additional support they may feel comfortable talking to another member of staff or to the school nurse or to a member of the SLT. All SLT members are available for staff to chat with should they feel the need.

The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the [extra mental health support for pupils and teachers](#) is available. [www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers](http://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)

The [Education Support Partnership](#) provides a free helpline for school staff and targeted support for mental health and wellbeing. [www.educationsupport.org.uk/](http://www.educationsupport.org.uk/) They are the only UK charity dedicated to supporting the mental health and wellbeing of education staff in schools, colleges and universities. They can be contacted on 08000 562 561 and offer a range of support dealing with Coronavirus, anxiety, isolation, grief and many others.

### **Kooth**

Since it was launched in May, an increasing amount of young people have accessed the service, with very positive feedback so far. We're still very keen to keep promoting this.

Kooth offers:

- A free, confidential, anonymous and safe way to receive support online.
- Out of hours' availability. Counsellors are available from 12noon to 10pm on weekdays and 6pm to 10 pm at weekends, every day of the year on a drop in basis.
- Online Counselling from a professional team of BACP qualified counsellors is available via 1-1 chat sessions or messaging on a drop in basis or via booked sessions.
- Discussion Boards which are all pre-moderated allow young people to access peer to peer support.
- Online Magazine full of moderated articles many of which are submitted by young people offering advice and guidance on a huge range of topics.
- No referral required. Pupils can register for Kooth independently at [www.kooth.com](http://www.kooth.com)

To use the service or find out more visit [www.Kooth.com](http://www.Kooth.com) , or view a short video about the service by following this link: <https://vimeo.com/318731977/a9f32c87de> Kooth Video

Downloadable resources to promote Kooth can be accessed here

<https://kooth.swivle.cloud/#/search//name-asc/?path=ancestorPaths:%22%5CMaster%20Resources%22>

### **Visitors**

In line with Government advice and to ensure we all minimise the risk of the transmission of the COVID-19 infection, the School is closed to all visitors, unless specific arrangements have been confirmed because the visit or delivery is essential. An up-to-date record will be kept in the school office, where a member of the admin staff will record contact details of all visitors that are not part of the school staff, to allow us to support Test and Trace, should the need arise.

Staff will be required to consult with SLT and complete a COVID-19 specific risk assessment prior to an 'extraordinary' arrangement. Further guidance and risk measures will be put in place should any school sporting competition become feasible. Anyone displaying symptoms of coronavirus should not enter school premises.

### **Parents on Site**

Only parents in Reception and Year 1 may drop their child off at their classroom gate; all other parents will be asked to drop their child/ren off at the relevant drop off points (as per signage) and then to leave the site. Parents wishing to speak with a member of staff should either make an appointment or do so over the phone/ arranged Zoom call.

The Drawing Room is the only room to be used for meetings with parents or visitors and all visitors/parents should sign in at Reception and then will be taken down to the Drawing Room. A specific toilet will be assigned for parents and visitors and cleaned after use.

### **Pupil Uniform**

Normal school uniform will be worn to school each day and normal guidelines are in place regarding the washing of uniform. However, all pupils should ensure that they have a waterproof jacket with them at school at all times so that if it happens to be raining lightly at breaktime they will still be able to go outside and play. Reminders to wrap up warm should be issued regularly in order that children are kept warm since there will be maximum use of ventilation.

### **Games Kit**

Pupils will require their usual games kit at school. This will include swimming trunks/ costumes as the swimming pool will be opened up until October half-term.

### **Pencil Cases, School Bags, Hymn Books and Reading Books**

Pupils should bring in all of the equipment that they would normally and should keep it in their lockers. Most of the pupils' lessons will take place in their form rooms therefore the need to carry a bag around the site is greatly reduced. All bags should remain in pupils' classrooms in the daytime and not be kept in the changing rooms. Ideally pupils will have a reading book at home and one at school however, children may just have one book on the go that they read at home and at school.

The main issue is that there is ABSOLUTELY NO SHARING OF ANY EQUIPMENT. We will be reverting back to the old system whereby each child has their own hymn book that they keep in their lockers. However, singing may only take place in year groups and not in assemblies. Please ensure that your child's pencil case also includes Pritt stick, scissors, sharpeners and a rubber. Further art materials will be kept and housed in separate year group bubbles.

### **The use of the Changing Rooms**

The changing rooms will be in use for the children to change before and after games however, they will be laid out so that groups who are on games together (ie Y7 and Y8) will change at different ends of the changing rooms and will exit the changing rooms using different doors. They will be split into year group changing areas and children will be spread out as much as possible in their specific changing area. The doors at both ends of the changing rooms will be kept open as will all of the



windows in the showers. The changing rooms will be supervised by staff wearing PPE. There will be NO showering after games. Trainers for using at break times and other items (ripesticks etc) will be kept outside the changing rooms in specific year group storage lockers resulting in far less children entering the changing rooms at break times. Y3 will change in their classrooms therefore it will only be Years 4 – 8 changing in the changing rooms.

### **Outdoor Storage Lockers**

Trainers and other items for breaktimes will be left outside in storage lockers that will be located close to the specific year groups classroom base. Each bubble will have their own storage lockers. This will mean that only children needing to use the loo will need to enter the changing room toilets at breaktime.

### **Hand washing and sanitising**

There will be sanitising dispensers at the following locations:

- Entrance to Link on both sides
- Entrance to Swindells
- Entrance to Main Teaching Block at both doors.
- Entrance to MacNicol Art Centre
- Entrance to Library
- Entrance through Prefect's door into corridor
- Entrance to Music School
- On wall of the Science Lab by the back gate.
- Entrance to boys/girls changing rooms at both front and back doors.
- The Dining Room already has two dispensers outside the entrance.
- Main School front door.
- Entrance to Bustop.

Hand washing will take place alongside hand sanitising however, the priority will be to keep different bubbles apart when children are washing their hands. Each year group will have their own sink in the boys/girls changing rooms that they should use however, if their sink isn't available then they may use another year group's sink. All boys/girls MUST sanitise their hands before entering the changing rooms.

Hand washing should take place as regularly as possible and at as many of the following times as possible:

- Before leaving for school or coming down from the boarding house.
- On arrival at school although all children will sanitise their hands on entering the site.
- Before going out to morning break.
- When coming in from morning break.
- After using the loo.
- Before going to lunch
- When returning to the classroom after lunch.
- After a games or PE session.

See NHS hand washing video link below, please watch this.

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Hand sanitising should take place at the following times without exception:

- On entering the school either through the Link or the back gate.
- On entering a building if leaving their classroom bubble to move around the school.
- On leaving their classroom at a break time.
- On returning to their classroom after a break time.

See hand sanitising video link below, please watch this.

<https://www.youtube.com/watch?v=TuAnfOw9wtE>

We recognise that both washing and sanitising are important factors in keeping the Beeston community safe and it is each individual person's responsibility to do this. However, keeping the bubbles separate holds a greater priority over hand washing if in doing so creates a crowded toilet area with different bubbles trying to wash their hands. There will be staff on duty at the entrance to the girls' and boys' toilets ensuring no more 4 boys and 6 girls are in the toilets at any one time. If for any reason a member of staff isn't present on duty the children will be asked to 'self-police' this rule and make sure that these numbers are adhered to.

### **Wearing a Face Mask or Visor**

Masks are recommended as a simple barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the mask coughs, sneezes, talks, or raises their voice. This is called source control. This recommendation is based on what we know about the role respiratory droplets play in the spread of the virus that causes COVID-19, paired with [emerging evidence](#) from clinical and laboratory studies that shows masks reduce the spray of droplets when worn over the nose and mouth. COVID-19 spreads mainly among people who are in close contact with one another (within about 6 feet), so the use of masks is particularly important in settings where people are close to each other or where social distancing is difficult to maintain.

Staff may wear masks in all circumstances, but there is no need except where entering unassigned bubbles or in close contact communal areas. Each Year 7 and 8 child should have access to their own mask and be familiar with wearing masks (except in lessons), in order to 'normalise' this, but there is no need for them to wear them.

Please watch this video below on how to wear a mask safely.

[https://www.youtube.com/watch?v=qilLP\\_UnaHg](https://www.youtube.com/watch?v=qilLP_UnaHg)

### **Catch it, Bin it, Kill it**

We aim to ensure that all pupils practice good respiratory hygiene by promoting the 'Catch it, Bin it, Kill it' policy. All classrooms have a recycling bin and a waste bin. All classrooms will also have a box of tissues in it at all times. Waste bins will be emptied at least once a day by the cleaners and probably twice a day if there is rubbish in it.

### **Water bottles and access to water**

The water fountains are out of use and alternative arrangements are being made to ensure that all pupils have access to water throughout the day.

### Little Tea

Morning 'Little Tea' will be delivered by the two gap students to the various bubble locations at the start of each morning break. Afternoon 'Little Tea' will be served in the Dining Room by a member of the kitchen staff and children should walk into the Dining Room collect their 'Little Tea' and walk out of the fire exit and go to their specific play area. Children should be aware of Social Distancing if there are several people waiting to collect their snack. Pupils should not eat their snack in the dining room.

### Ice Cream Van / Ice Creams

The ice cream van won't be coming this term, however the pupils will still have an opportunity to have an ice cream once a week from the school selection. See rota below.

Day	Year Group	Who	Location	Time
Monday	R/Y1 and Y2	CG / LR	In Bubble play areas	TBC
Tuesday	Y3 and Y4	HD and JD	In Bubble play areas	TBC
Wednesday	Y5 and Y6	AD and AT	In Bubble play areas	TBC
Thursday	Y7 and Y8	SA and RC	In Bubble play areas	TBC

The kitchens will be keeping a stock of ice creams in their freezers that will be charged back to the parents as normal. The staff i/c handing out ice creams will be responsible for keeping a chargeback list to give to the Bursar at the end of term.

### Break Time locations and duty Staffing

Each Year group (Bubble) play locations – will have staff supervising it.

Y8 – Far end of Astro and the Grass area on the far side of the Astro. Year 8 girls may use their Common Room. Year 8 Boys may use their Common Room but may not go anywhere else in the boarding house. Year 8 Art Scholars may also work at their specific desks in the Art block.

Y7 – Dean Courts and grass around it. Timber Trail and woods on a **Saturday**

Y6 –Near end of Astro, grass by the trees, woods on a **Friday**, Timber Trail / swings on a **Monday**

Y5 – Front of School and school woods on **Thursday**, Timber Trail and swings on a **Tuesday**

Y4 – Putting Lawn and school woods on a **Wednesday**, Timber Trail and swings on a **Monday**

Y3 – Grass Area by the Sports Hall, school woods on a **Tuesday**, Timber Trail / swings on a **Thursday**

Y2 – Dets Lawn, school woods on a **Monday**, Timber Trail and swings on a **Friday**

R/Y1 – Pre-Prep Play area

- The use of the Library during morning break and after lunch will be on a rota to allow children who want to read that option.

Benches and seats have been distributed about the site at the various bubble locations so that each bubble has an area to sit and chat. This may only be used by the pupils in those bubbles.

### **Wet Break times**

All pupils should have a waterproof jacket with them at school at all times to allow them to play outside during breaktimes if the weather is cold or raining lightly. If it is raining heavily during break times the following should happen (the Library is on a daily rota):

Y8 – Art Scholars to Art block, boys and girls to their respective Common Rooms.

Y7 – Remain in their classroom unless a gazebo has been erected for them by the Dean Courts

Y6 – Remain in their classroom unless a gazebo has been erected for them by the near end of the astro

Y5 – Remain in their classroom or use of half the sports hall after lunch

Y4 – Remain in their classroom or use of half the sports hall after lunch

Y3 – Remain in their classroom or use of half of the sports hall in morning break

Y2 – Remain in their classroom or use of half of the sports hall in morning break

R/Y1 – Remain in the Pre-Prep area.

We are looking at how we can create more undercover play areas for children to use when we are faced with wet days.

### **Toilets and Changing facilities**

The staff will have use of the staff changing rooms and the toilet by the main staff room. There will be hand sanitising dispensers at the entrance to both of these facilities. No more than two staff should be in the changing rooms at any one time.

All Boarders will use their boarding house toilets at all times as this will reduce the number of children using the changing room toilets during the day.

The two toilets in the East passage will be used by non-teaching staff and visitors to the site.

Reception/Y1 – have their own toilets in the classroom.

Year 2 – to be taken to the loo and to wash hands by Mrs Richardson at regular intervals throughout the day. Year 2 may also go to the loo on their own if required.

### The Girls' Changing Room Toilets

There is a hand sanitising dispenser at both front and back entrances to the girls' toilets, all girls MUST sanitise their hands before entering the changing rooms.

Each Year group will have their own toilet and their own sink to use and it will only be day girls using the facilities. The girls changing rooms have enough toilets for Years 2 – 8 to have a separate toilet and separate sink. These will all be labelled.

As much as possible a pupil should try to only use their own toilet or sink however, if their specific toilet is being used they may use another bubbles toilet or sink to speed the use of the toilets up.

At the start of a break period there will be a member of staff on duty ensuring that no more than 6 girls use the toilets at any one time.

The doors into the toilets will be open at all times as will the windows in the toilets and changing rooms.

### The Boys' Changing Room Toilets

There is a hand sanitising dispenser at both front and back entrances to the boys' toilets, all boys MUST sanitise their hands before entering the changing rooms.

There are only 5 boys' cubicles therefore two of the cubicles will be shared. Y8 will share with Y2 and Y7 will share with Y3 due to the fact that there are a significant number of boarders in Y8 and Y7 that will therefore use the boarders' toilets upstairs. Any year group may use the urinals however, only 1 person is to use each urinal at a time.

As much as possible a pupil should try to only use their own toilet or sink however, if their specific toilet is being used they may use another bubbles toilet or sink to speed the use of the toilets up.

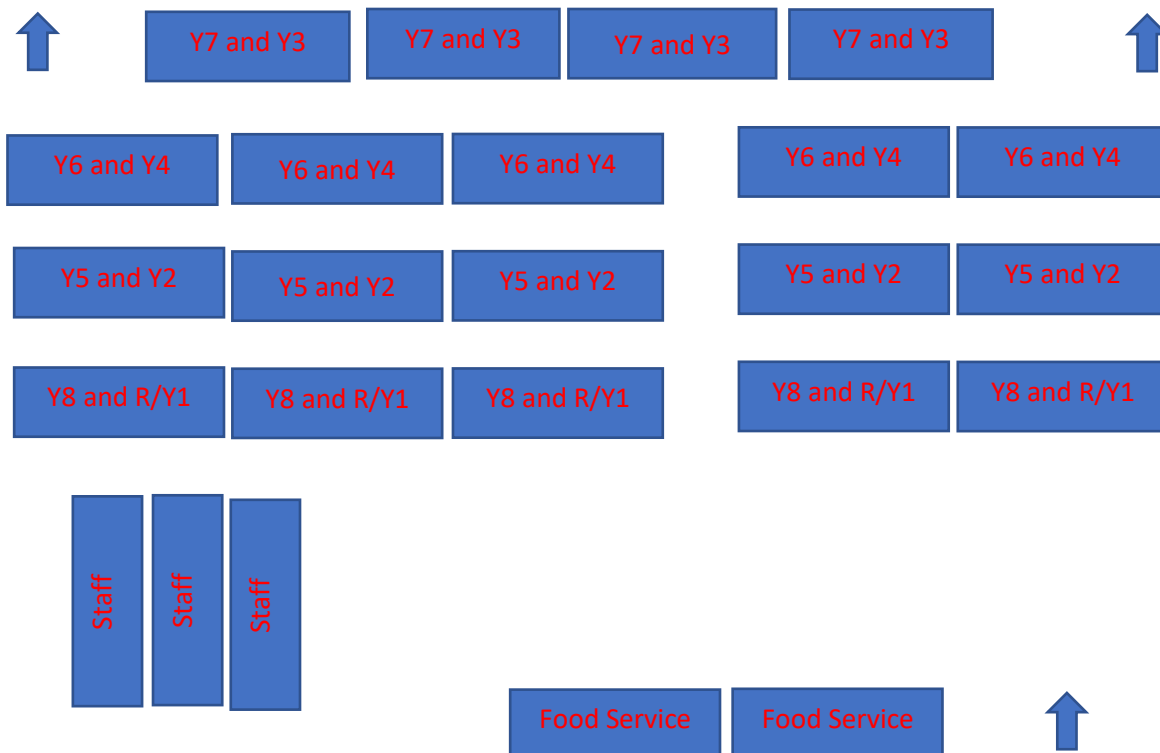
At the start of a break period there will be a member of staff on duty ensuring that no more than 5 boys use the toilets at any one time. The doors into the toilets will be open at all times as will the windows in the toilets and changing rooms.

The toilets in the music school may be used by pupils although they must sanitise their hands before using them. The same requirement is asked of the peripatetic music staff.

### Lunch, the Kitchens and use of the Dining Room

- Everyone MUST sanitise their hands before entering the dining room.
- No members of staff should enter the school kitchens, accept those who work in them.
- All kitchen staff should wear a face covering when serving children in the Dining Room.
- The dining room has been re-arranged so that we have year group tables/bubbles as separated as much as possible and there are 5 distinct tables for the various bubbles.
- In Junior lunch staff will sit with the children as the staff member is a member of said bubble. All other staff in Junior lunch will sit at the staff table.
- In Senior lunch there will be no staff sat at pupil tables however, there will be staff walking around supervising lunch wearing PPE.
- **All staff** should where possible eat in Junior lunch due to the fact that there will be more spaces available and the bubble sizes are far smaller.

- Junior lunch will be take place between 12pm and 12.35pm and Senior lunch will take place between 12.55pm and 1.30pm. Cleaning will take place in between sittings. All windows and fire doors will be kept open if the weather allows to aid ventilation and air flow. The Dining Room has been laid out as follows:



Each table has had markings placed where children should sit so that they are as socially distanced as much as possible. The maximum number of places for each bubble is 24 places therefore there is plenty of room to space out over the 4 tables. Where some bubbles have less than 24, children should space out as much as possible.

The following Bubbles should arrive at lunch at the following times (which should alleviate any mixing of bubbles) and should only sit at their tables. There are no seating plans however, in Junior lunch staff who will be sitting with their bubbles may want to arrange to move children about so that they mix with different children and with themselves. Children should only sit at one of the marked places at their table.

Lunchtime notices should still be able to be delivered at the end of lunch or towards the end of lunch and grace will be said after the meal and not before it due to the staggered arrival times.

- **Pre-Prep** – 12pm. They should have their food on the table and will be served by Mrs Grieves and Mrs Spice who will sit with them. Desert will be served at the table by the two staff.
- **Year 2** – 12.02pm. They should have their food on the table and will be served by Mrs Richardson who will sit with them. Desert will be served at the table by Mrs Richardson.
- **Year 3** – 12.05pm. They will be served by the kitchen staff on entering the dining room. Knives, forks, spoons, cups and jugs of water will be on the table laid out before lunch by the kitchen staff. Mrs Davies will sit with her class and will go around the table and pour the water for each pupil. Year 3 will be served their desert by the kitchen staff when every member of

their particular table has finished and should all go up for desert before Year 4 start to get theirs. This will be co-ordinated by Mrs Davies.

- **Year 4** – 12.10pm. They will be served by the kitchen staff on entering the dining room. Knives, forks, spoons, cups and jugs of water will be on the table laid out before lunch by the kitchen staff. Mr Day will sit with his class and will go around the table and pour the water for each pupil. Year 4 will be served their desert by the kitchen staff when every member of their particular table has finished and should all go up for desert after Year 3 have all collected theirs. This will be co-ordinated by Mr Day.

It is estimated that Junior lunch will be complete by 12.35pm. When junior lunch is over all of the tables will be wiped down. In preparation for Senior lunch on each individual table there will be placed a tray. On each tray there will be 5 knives, forks and spoons, cups and a jug of water. All plates, bowls and side plates will be kept by the servery and the children will collect them when they are served.

- **Year 5** – 12.55pm, will be served by the kitchen staff on entering the dining room. Knives, forks, spoons, cups and jugs of water will be on the table for the children to take from the tray on each table. Children will sit at one of the designated places marked on the table. Children will take their own cutlery from the tray and pour their own water.
- **Year 6** – 1pm, will be served by the kitchen staff on entering the dining room. Knives, forks, spoons, cups and jugs of water will be on the table for the children to take from the tray on each table. Children will sit at one of the designated places marked on the table. Children will take their own cutlery from the tray and pour their own water.
- **Year 7** – 1.05pm, will be served by the kitchen staff on entering the dining room. Knives, forks, spoons, cups and jugs of water will be on the table for the children to take from the tray on each table. Children will sit at one of the designated places marked on the table. Children will take their own cutlery from the tray and pour their own water.
- **Year 8** – 1.10pm, will be served by the kitchen staff on entering the dining room. Knives, forks, spoons, cups and jugs of water will be on the table for the children to take from the tray on each table. Children will sit at one of the designated places marked on the table. Children will take their own cutlery from the tray and pour their own water.

**Dessert will be served in year group order, no children may go up for dessert when it is not their bubbles turn. The member of staff i/c lunch will co-ordinate this.**

**Clearing of tables and the Dining Room** - This will be done in individual bubbles. Each table only has a maximum of 5 children sat at it, in most cases just 4 children. When children have finished their 1<sup>st</sup> course they place their plate, knife and fork back on the tray. The member of staff co-ordinating lunch will then let the year group bubbles go up for their 2<sup>nd</sup> course when he/she feels they are ready and when the majority of the bubble has finished the first course. After finishing the 2<sup>nd</sup> course all pupils should place their crockery, cups and cutlery on the tray so that at the end of the meal it can be cleared away.

Clearing will still be done by 'duty house' except the duty house members will only clear their specific bubbles table and will only sweep their specific bubble area. When clearing the trays away social

distancing will take place and there will be a member of House Staff on duty overseeing their house clear the dining room. House staff should ensure a rota is in place for the various bubbles and for both the 1<sup>st</sup> and 2<sup>nd</sup> courses. Ideally there should be no more than two pupils clearing the tables for each course.

### **Breakfast and Supper**

These meals will remain as they have been, a canteen style service and boarders will sit in their boarding bubbles. The clearance of tables will be done in bubbles and will be organised by Mr. Lloyd-Peck and the boarding team. The boarding team will ensure that all meals are well managed and social distancing between bubbles is adhered to.

### **Drop-off/Pick-up Logistics**

The following arrangements will be in place up until half-term at which point due to potentially poor weather and the change in the hour, these arrangements will be reviewed.

#### **Drop off**

This will remain very closely aligned with how it worked on or return to school in June. Drop off should be as below, with no parents on site. Parents should remain in their cars at all times.

R/Y1 – 8am - 8.40am Pre-Prep gate.

Y2 – 8am – 8.05am Back gate

Y3 – 8.05 – 8.10am Back gate

Y4 – 8.10 – 8.15am back gate

Y5 – 8.15 – 8.20am back gate

Y6 – 8.05am – 8.10am the Link

Y7 – 8.10am – 8.15am the Link

Y8 – 8.15am – 8.20am the Link

#### **Pick-up**

Pick up times vary for various year groups and also due to Jnr and Snr Activities. However, the following guidelines should be followed.

Reception and Year 1 times to be confirmed by Mrs Grieves, collection to be at the Pre-Prep gate.

Year 2 – 3.30pm from the back gate with Mrs Richardson.

### **4.30pm Collection**

Children going home should sign out from the following locations:

Y3 – Back gate

Y4 – Back gate



Y5 – Back gate

Y6 – The Putting Lawn

Y7 – The Putting Lawn

Y8 – The Putting Lawn

### **5.45pm Collection**

All year groups going home at 5.45pm should wait on the Putting Lawn where they will wait in their separate year group bubbles. Parents should pull up and wait in their cars. The member of staff on sign-out will release the pupil at the appropriate time.

### **7.15/7.30pm Collection**

All year groups going home at 7.15/7.30pm should wait in the sports hall where they will wait in their separate year group bubbles. Parents should pull up and park on the grass outside the sports hall and should let the member of staff doing the sign-out know that they are. The member of staff on sign-out will be situated by the double fire exit doors and will therefore see all parents drive in and park.

Parents should try to stick to these times as closely as possible, although it is recognised that this may not always be possible. There will be staff welcoming children and signing children out at all locations at all times. Parents assistance in this procedure is greatly appreciated.

### **School Transport**

With children from several different year groups using the school minibuses it is not possible to stop entirely the mixing of bubbles however, these are the control measures we have put in place to help stop any potential spread of the virus:

- All children and staff on a school minibus must wear a face mask at all times.
- All children and staff must sanitise their hands before **getting onto** any school transport and when **getting off** any school transport.
- The windows on the minibus will remain open to allow air flow through the bus.
- Where possible two children in the same group should sit next to each other if it creates space between themselves and a pupil in another year group.
- Where possible the bus should be organised into year group bubbles.
- Pupils should sit facing forwards and should not turn around to talk to someone behind them.
- In the bus there will be a first aid box and sanitising gel, sanitising wipes, tissues and a dedicated bin that will be emptied each day.
- The maximum time that a child is sat on the bus is about 35 minutes. It is hoped that no child becomes ill during that time period. If this is the case the journey must continue to school where the child should go straight to the Matron's surgery.
- After each journey the minibus will be cleaned

### **The Kitchens, Office staff, Catering staff, Domestic staff and Deliveries**

All delivery drivers who enter further into the School than The Link are required to wear a face covering and have their contact details recorded by admin staff. This is an important part of the Government's Trace and Trace procedure to help with controlling the virus. Drivers who simply

deliver post or a parcel and don't go beyond The Link are required to sanitise their hands and wear a face covering on entering The Link. The Link doors will be open where the weather allows and therefore a driver delivering a parcel will only need to drop the parcel in Reception before returning to his/her vehicle. People delivering goods to the kitchens must continue wearing a face covering at all times and if they need to use the toilets should use the visitor's toilet in the East passage.

**Kitchen staff** are expected to sanitise their hands regularly, they are expected to wear gloves whilst working in the kitchen although, they are not expected to wear a face covering. They are however, expected to socially distance as much as possible in the kitchens and not share utensils. When serving food to the children at any meal time or when outside of the actual kitchens it is expected that kitchen staff will wear a face covering. More information can be found here.

<https://www.food.gov.uk/business-guidance/personal-hygiene>

It is expected that **Domestic staff** wear a face covering when walking around the site and when cleaning an area of the school. Domestic staff are not expected to wear a mask when on a break. It is not expected that **Office staff** will wear a face mask when working in the Front Office or the Bursar's Office as long as staff are sat more than a metre apart. Where possible in both office's windows should be open to allow air flow and ventilation. When walking around the site office staff are expected to wear a face covering.

### **The Matrons Department, the Laundry and the Surgery**

- All matrons will wear a face mask, visor and a disposable apron as a minimum requirement when on duty and actually dealing with a pupil or staff member. When a matron is on duty but not dealing with a patient there is no need for them to wear PPE all of the time. If dealing with a possible Covid 19 case they should follow the guidelines listed below in section 5. There is no need for a matron to wear a face mask when working alone in the Laundry.

## **3. Site Management**

### **Doors, Windows and Walkways**

As a general rule and where the weather allows all doors to buildings will be open during daylight hours and after dark internal doors will remain open whilst external doors into buildings will be shut and the code will be required to gain access. All rooms have windows and these will also be kept open as much as possible to allow for greater ventilation in the room. The fire exit at the top of Swindell's stairs is being used by Y8 as their exit from the building and will be kept open at all times.

All paths have been split into specific circulation and directions of travel with dividing barriers and floor markings showing where children and staff can/can't walk. Social Distancing floor markings have been placed outside certain buildings where there is the possibility of congestion at certain times of the day and children will be reminded of this at regular intervals.

### **Teaching Plan**

Staff will teach across various year groups, year group bubbles will stay in their classrooms and staff will move into the various year group bubbles ensuring that staff socially distance at all times. Pupils will need to keep their subject specific resources in their classrooms. Various spaces in various buildings will be used as resource rooms/areas where staff can access the resources that they need

for that particular lesson. All classrooms will have a clearly marked area where pupils should not enter. This will be a physical barrier and pupils will be made aware of this.

### **The Use of Marquees**

There are two large marquees available for booking by any departments. These will also be used during wet break times.

### **PE, Games, Activities and Siblings Club**

**Games** – All games will take place in year group bubbles and staff teaching and coaching the sessions will socially distance at all times. Beeston will be following National Governing Body guidelines for the sports that the children will be playing. For example, the HA and RFU have recently moved to the next stages of the return to play plan. Hockey may now resume playing matches and rugby are introducing a new ‘touch’ style game. We will monitor NGB guidelines and follow their recommendations for the sports that we offer next term.

**PE** – All PE is taught in year group bubbles and due to the fact that social distancing is no longer required this opens up a range of activities to the pupils. The plan for PE is currently being drawn up taking into consideration Covid 19 restrictions.

**Activities** – Will be delivered on a carousel style programme and will be delivered in year groups. If it is not possible to run an activity for any reason then Mr Godden will look at the options available taking into consideration Covid 19 restrictions and social distancing. Social distancing will take place with all staff leading an activity.

**Siblings Club** – This may/may not be able to happen depending on the request for it and the numbers of children involved.

### **Classroom/Room Changes**

**General Information** - Classrooms have been de-cluttered enabling easy cleaning. All desks are as socially distanced as possible. All children from Y8 to Y4 have either their own single or double desks. There is no sharing double desks. In Y3 there is sharing of desks. The current subject specific classroom displays will remain as they are at present rather than be turned into general classrooms.

**Science Lab 2** – is being converted into the Y3 classroom to allow for the size of the class and to aid social distancing measures. This should be completed and made into a purposely designed Y3 classroom by January.

**The Games Room** is now being used for the storage of classroom resources and furniture and as a second staff workroom/common room to allow for Social Distancing.

### **Classrooms being used as Form ‘bases’**

Each pupil will have a storage space/locker for all of their books etc that they need for each lesson

Tutor Group	Room Number	Storage/Pegs Available
8DG	11	Yes
8NW	12	Yes
Year 7	Marsham Room and Room 15	Yes

6PK	14	Yes
6RF	10	Yes
5HL	3	Yes
5SAW	8	Yes
4JD	5	Yes
3HL	2 (moving in January)	Yes
2LR	1	Yes
Reception / Y1	Pre-Prep	Yes

### **The Library**

Mrs Morton will continue to run the library with tight control measures in place. All children will sanitise their hands before entering the Library. The sofas have been removed and it has been set up with 12 desks so that it may also be used as a classroom. Each English class will have one Library lesson per week. The usage of the Library will be on a rota basis with only ever one bubble in the room at a time. The room will be wiped down between groups using it and will be cleaned daily. Children will be able to browse books however, they will then give the book to Mrs Morton. The book will then be wiped down and left in a box for 72 hours before being put back on the shelves.

A specific Library Risk Assessment has been prepared and is available on request.

### **Art Room**

This will be used by all year groups. Desks will be separated so that there are no communal work areas, there will be no sharing of resources. Mrs Raison has prepared a Risk Assessment of how Art lessons and how the Art block will be used in September. This includes cleaning rotas and use and storage of materials.

A specific Art Room Risk Assessment has been prepared along with any changes to the Art Curriculum and is available on request.

### **DT Room**

We recognise that the DT room is a relatively small space however, to aid social distancing the timetable has been arranged so that the Art Room next door is available most of the time should a class need to break out into the Art Room to gain extra space. Mr Lloyd-Peck is currently preparing a Risk Assessment of how DT lessons and how the DT room will be used in September. This will include cleaning rotas and use and storage of materials.

The following specific DT guidance has been used in producing the DT Room Risk Assessment.

<http://dt.cleapss.org.uk/Resources/All/?search=covid>

A specific DT Room Risk Assessment has been prepared along with any changes to the DT Curriculum and is available on request.

### **IT Suite**

This room holds 18 computers with all pupils approximately 1m apart side by side. Mr Davies has drawn up a Risk Assessment that includes ventilation of the room, the cleaning of keyboards and

computer screens and how the room will function. The cushioned chairs have been removed and replaced with easy to clean plastic ones. Four computers have been placed in a middle section to increase social distancing. The room has an extractor fan and wide opening windows. The room will only be used during lesson time or during supervised activity sessions.

### **The Drawing Room**

The Drawing Room will be used for meetings with parents or visitors only and will be a bookable resource to allow us to ensure the required measures are in place before using it. Children will not be allowed to use it as there is the potential to transfer the virus into their specific bubbles from an external source. It will be cleaned daily.

### **Music School**

The Music School will be used by all year groups. Benches will be separated so that classes are spread out. There will be no sharing of resources. Mrs Casey has prepared a Risk Assessment of how music lessons, Peri lessons and groups and ensembles will function in September. This includes cleaning rotas. The use of specific locations dependent upon the activity taking place. The Sports Hall will be used as much as possible for any musical ensembles, either choral or instrumental as will the marquees. There is a hand sanitising station on entry to the Music School. Each individual teaching room is approximately 2m by 2m and all rooms have windows, that will aid ventilation.

A specific Music School Risk Assessment has been prepared along with any changes to the Music Curriculum and is available on request.

### **The School Chapel**

The Chapel will only be used by specific year group bubbles at any one time there will be no mixing of bubbles taking place in Junior assemblies, 5B411 or any confirmation services. Mrs Rees is creating a timetable and Risk Management Plan for how the Chapel will be used safely. This will include hand sanitising and cleaning rotas.

A specific School Chapel Risk Assessment has been prepared along with any changes to the usage of the Chapel and is available on request.

### **Science Lab**

The Science Lab will be used by multiple year groups at various times of the day and week. The desks have all been spaced out to ensure social distancing takes place as much as is physically possible. The desks and stools will all be wiped down after a class have used the room and the room will be cleaned once a day. Any equipment used will then be washed and cleaned before another group uses it.

The following specific Science guidance has been used in producing the Science Lab Risk Assessment.  
<http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx>

### **Sports Hall**

Use of the Sports Hall is on a booking basis as it is recognised that there may be a significant demand for the space. Mrs Large will manage the booking of the hall and PE and Music will have priority over

other departments due to the nature of the subjects and the physical space required. PE lessons are planned to mostly be Swimming up until half-term and therefore the PE Dept shouldn't need to use the hall a huge amount in the first half of term. However, after half-term PE lessons will move into the Hall. Mrs Large is reviewing what is delivered in PE and a plan will be in place for September.

The Sports Hall will be used by various bubbles during the day as well as for wet break periods and there will be activities such as ballet and fencing that will also use it. It will not be possible to clean the entire space after each group have used it. However, each group will sanitise their hands before entering the hall. The floor will be cleaned either last thing at night or first thing in the morning and taking into consideration the timetable the floor will be disinfected using the large hall sweeping brush during the day when there is a member of PE staff available to do it and the floor has a chance to dry before it is due to be used again. The sports hall has 4 exits that lead outside and these doors will be open to allow for ventilation through the building.

A specific School Sports Hall Risk Assessment has been prepared by Mrs Large in conjunction with the PE and Games Curriculum.

### **Staff Room, Staff Work Rooms and Staff Changing Facilities**

The main staff room has had all of the sofas removed and there are now only 11 individual seats in the room. All seats have been placed at least 1m apart and side by side. Those seats facing each other are over 2 metres apart. There are several windows on two sides of the room and these will be partially open at all times to allow ventilation and air flow. Staff should sanitise hands before entering the staffroom. Staff may wear a face covering if they wish and gloves will be available should they choose to wear them. The staff room door will also be open at all times.

In the staffroom the kettle, the fridge, the water dispenser and the microwave will all be shared usage by staff however, with staff having sanitised their hands and gloves being available I think this is a very low risk of transferring the virus. A second staff room has been created in part of the old games room where there is a kettle and a fridge along with two computers for staff to use.

The two photocopiers in the staff workroom have been moved further apart and there is sanitising wipes available to wipe them down before and after a member of staff has used one. The window in the staff workroom will also be open to allow for improved ventilation. There is only one work station available in the work room now however, there are a further two in the 'new' staff room.

The staff will have use of the staff changing rooms and the toilet by the main staff room. There will be hand sanitising dispensers at the entrance to both of these facilities. No more than two staff should be in the staff changing rooms at any one time.

### **The use of Year 8 and Boarders Common Rooms**

Year 8 Girls and Boys will continue to have the use of their own common rooms in the daytime and during the evenings. These rooms will be cleaned daily and the windows and doors will remain open when the weather allows.

The Den will also continue to be a boarders' common room and will only be able to be used by a certain group of boarders. It may not be used in the daytime by any pupils.

## **4. The Management of Gatherings of the School Community**

### **Staff Meetings**

Weekly staff briefings by email and daily pastoral updates by email. Staff meetings will take place in the sports hall with the chairs from under the staging most usually after 4.30pm when the pupil / teacher ratio reduces and a majority can attend, whilst necessary staff are supervising pupil activities.

### **House Meetings**

House meetings will take place in the following locations and all will be with strict social distancing. If the weather allows meetings will take place outside.

Danes – Large Marquee on the Putting Lawn

Normans – Smaller Marquee on the Front Lawn

Romans – Half of the Sports Hall

Vikings – Half of the Sports Hall

### **Prefects Meetings**

Will take place fortnightly with Mr Hammond and will be held in one of the Y8 classrooms during a break period. The time will be confirmed with the prefects when consideration to their individual timetables can be made.

### **School Council and Green Team Meetings**

Both of these meetings will take place in the Sports Hall at various times of the week either weekly or fortnightly.

### **Assemblies and Leavers' Lectures**

Having five different entrances/exits, which remain open for airflow and no use of door handles, enables different year groups to assemble simultaneously in the Sports Hall. There will be NO SINGING OF HYMNS. All preaching, Leavers Lectures and messages should be delivered from the stage therefore staff who have messages should sit on the chairs on the stage.

**Year 3** - will enter and depart the sports hall first as the bell is due to go and will enter via the door next to Mr Hammond's office. See seating plan below.

**Year 4** – will enter and depart through the Link see seating plan below

**Year 5** – will enter and depart through the fire door by the Pre-Prep. See seating plan below.

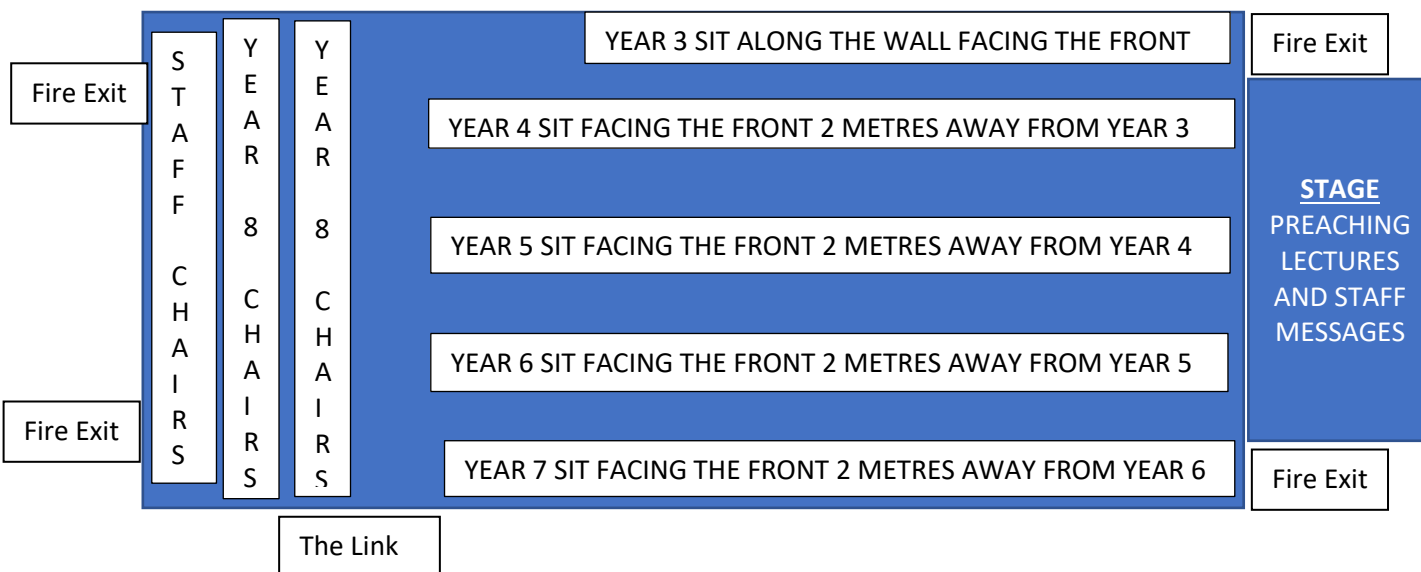
**Year 6** – will enter and depart through the fire door by the Link. See seating plan below.

**Year 7** – will enter and depart through the fire door by large bins. See seating plan below.

**Year 8** – will enter and depart through the Link and should be the last group into the hall.

**Year 8** and some staff will sit at the back on chairs in two lines.

## The set up of the hall for assemblies and lectures



## Church

At present Beeston Regis Church is closed to the public. Saturday morning services will continue in year group bubbles with a timetable currently being agreed, and a focus on different kinds of prayer and reflective worship, with maximum use of the outdoors and the marquees. There is also an opportunity for two shorter services within the timetabled slot, targeted at the specific year groups, with listening to readings and music, to ensure continued spiritual nourishment of the children, even though no singing.

## Music Groups and Ensembles

Beeston Hall is aware that there is an additional risk of infection where children are singing, chanting, playing wind or brass instruments or shouting. The music department will be using the Sports Hall or outdoor space for a lot of these types of activities. A detailed plan of how the music school will function in September is being agreed, including the reassignment of rooms so peripatetic lessons can take place, and separate equipment can be assigned to year group bubbles.

## 5. Management of cases or expected cases

### **The Matron's Department (Risk Management)**

Guidelines as to when a matron needs to wear PPE can be found in section 2 of this document and the procedure a matron should follow when a child comes to the department can be found below. The School Nurse (Alison Bailey) will ensure the Matron's Department are fully aware of all of the procedures and protocols that must be followed.

Norfolk County Council have provided a comprehensive set of procedures and guidelines as to how schools should respond in a variety of situations. The full document can be read here:

<https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/track-and-trace/management-of-cases.pdf?la=en&hash=1A350BB777081710420B123E09FB8812621B97D1>



A synopsis of the document is as follows:

### **Having a suspected case**

Any pupil who is suspected of having Covid 19 will be taken upstairs into Deterdings where there is a specific Covid 19 room and where they will self-isolate. The room has opening windows and allows for social distancing between said pupil and the member of the matron's dept responsible for the assessment and taking the pupil over to Deterdings. The matron taking the child over to Deterdings will be wearing PPE. The matron or another member of staff will then wait outside the room until the child's parent arrives.

Deterdings has potentially 4 rooms that can be used in this situation and if **an overseas boarder** started to show signs and collection isn't an option then Deterdings will be used as a separate boarding house if the case was confirmed. Toilets and wash basins are located just down the corridor creating a separate Covid 19 unit for any suspected cases. A matron will then be on call over night to care for the child with suspected symptoms.

Please note: If Beeston has been supplied with home test kits by Public Health England we will use one of these tests to gauge whether or not the overseas boarder tests positive. However, At present we are not in possession of any of these kits, although it is hoped we will be when term starts in September.

If anyone becomes unwell, i.e. the onset of a new, continuous cough, a high temperature and/or a loss or change in their sense of smell, they should leave the premises and go home as soon as possible. In an emergency, Matron should call 999 if they are seriously ill or injured or their life is at risk.

### **If a pupil becomes ill at School**

It is not necessary for staff or pupils that briefly came into contact with the affected person to self-isolate unless they develop symptoms themselves or are advised by Public Health England Health Protection Team (PHE HPT) or Norfolk County Council (NCC) to do so because the contact is considered significant or the affected person subsequently tests positive. It is however good practice for them to wash their hands thoroughly after any contact with someone who is unwell.

All surfaces that the person has come into contact with whilst symptomatic will be cleaned and the Covid 19 unit will be cleaned when the pupil has been collected.

All potentially contaminated high-contact areas such as toilet facilities if these were used, door handles, hand rails etc in the areas they visited/used such as on the way to/from the toilet or in the room they were waiting in and all surfaces and objects which are visibly contaminated with body fluids.

Public areas where the person has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. Where there are soft surfaces such as sofas and soft furnishings that are visibly contaminated or have been in high contact these should be steam cleaned.

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is that normally worn when undertaking any cleaning duties are disposable

gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

The disposable gloves, apron and cleaning cloths used must all be put in a bin bag along with any tissues used by the symptomatic person. The bin bag should then be bagged again and tied. It must be kept at the premises for 72 hours and then put into the normal waste.

Where it is possible to undertake this cleaning with the School open we will do so, for example, if a specific occupied area such as a classroom needs cleaning, pupils and staff can move to a different room while cleaning is being carried out.

If we do need to close the school to undertake the necessary cleaning or as a result of Public Health England advice, we will notify NCC via: <http://schools.norfolk.gov.uk/go/myschool>

### **If a pupil becomes ill at home**

Parents MUST notify the school if their child/ren develop symptoms at home. Parents MUST arrange for testing and must notify Beeston and any other school or setting as soon as they know the results, either positive or negative.

Please note: If Beeston has been supplied with home test kits by Public Health England we will offer one of these tests to the parent/carer at the time of collection so as to actively support the test and trace system. At present we are not in possession of any.

The process for parents getting a test for child/ren can be found below.

### **Action following someone from school developing symptoms**

As soon as a pupil or staff member develops symptoms, the following actions will be taken (where they apply) and their household must follow isolation and testing arrangements.

The following actions should be taken as soon as a person develops symptoms at Beeston:

### **Symptomatic pupil**

- Parents will be notified and must collect the symptomatic pupil as soon as possible.
- Parents will be asked to collect all siblings, no matter which school they attend and to notify the various schools or settings as soon as they are aware of this.
- Parents will be asked to arrange for testing and to notify Beeston and any other school or setting as soon as they know the results, either positive or negative.

Please note: If Beeston has been supplied with home test kits by Public Health England we will offer one of these tests to the parent/carer at the time of collection so as to actively support the test and trace system. At present we are not in possession of any.

### **Parent process for getting a test for their child/ren**

Where a pupil has symptoms, parents should order a test immediately through [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or calling 119 if they have no internet access.

Further information for parents and carers on testing is available via <https://www.justonenorfolk.nhs.uk/test-trace> Beeston Hall will share this link (along with this entire document) with parents/carers to help engage them with the test and trace service.

In the unlikely event that a parent/carer refuses testing for their child Beeston Hall will seek advice from the NCC incident room.

### **Symptomatic staff member**

Staff should go home immediately that they become aware of any symptoms. Beeston have signed up to a key worker testing facility and staff should be able to get tested very quickly.

As a school if we are aware that a member of staff has household members who work or children that attend other settings we will offer to notify them on the member of staff's behalf to support appropriate isolation action.

The SLT will check contact records for the previous 48 hours as soon as we are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or adhoc close contacts, we will ensure that these **close contact** members of staff work arrangements are altered in order to ensure they:

- Avoid staff who are at high-risk of contracting COVID-19, for example, because they have pre-existing medical conditions (clinically vulnerable) such as respiratory issues.
- Take extra care in practising social distancing, practice good universal hygiene and watch out for symptoms. This may mean they can no longer work with the group they are assigned to e.g. because they are very young children who cannot socially distance as easily.

### **Beeston Hall referral process for testing staff**

Rapid testing is available to all key workers, which includes educational setting staff. Anyone with symptoms will be advised to be tested.

Beeston Hall has registered (NorfolkRegistercovidtesting@nnuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number) with the local testing service we will therefore receive our unique employer code.

Or if preferred you can be tested at any of the national drive-through testing centres, such as Ipswich, Stansted, Peterborough and Norwich, then you must use the national booking service.

For self-referrals, this is via <https://self-referral.test-for-coronavirus.service.gov.uk>.

Please note:

- Testing should be in **the first three days of the onset of COVID-19 symptoms** at the time the swab is taken.
- The service will test all individuals with COVID-19 symptoms in your household.

- To visit a test centre you must attend the appointment in your own vehicle, with only the people who have COVID-19 symptoms and have arranged an appointment for testing.
- By attending a test you must agree that the test provider shares results with Beeston Hall in order to follow the appropriate course of action

You can also follow this link <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> if you would like further information.

### **Contact tracing**

The government test and trace system will enable them to trace people who have had close contact with someone who has tested positive for COVID-19. The test and trace programme plays an important role in helping to minimise the spread of coronavirus as stay at home restrictions are reduced.

Anyone with a positive test will be contacted and asked about people they have been in contact with for the 2 days before symptoms and up to 7 days afterwards. They will then seek to notify those people that they may have been exposed and that they should self-isolate.

As soon as they identify that the person has a connection with Beeston Hall (whether they are a member of staff, a pupil or a recent visitor) they will notify the local Public Health England Health Performance Team so a rapid investigation can take place and we can be advised of the most appropriate action to take.

If we are made aware of a member of staff or child in a cohort that has tested positive by means other than through PHE HPT we will take action to notify them straight away so a risk assessment can be conducted and instruction given regarding isolation requirements.

In some cases, a larger number of other children or members of staff will be required to self-isolate at home as a precautionary measure – perhaps the whole class, year group or boarding household

Due to the fact that we are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole school will hopefully not be necessary.

Contact tracing may result in individual pupils or members of staff being asked to isolate due to contacts outside of the school, the only pupils or staff who need to isolate in this instance is where they are advised to via the tracing programme. The absence will be recorded but there is no need to carry out increased cleaning when a person develops symptoms away from the setting.

**Please note:** where a pupil or member of staff isolates because someone in their household has symptoms, or because of contact tracing outside of Beeston we will not take any further action unless the pupil or member of staff develops symptoms (see below).

### **Asymptomatic and antibody testing**

Testing is more reliable when undertaken for people with symptoms and therefore asymptomatic testing (testing where you do not have symptoms) is currently only available for health and social care settings, as part of research or trials or under specific other circumstances and therefore would not generally be available for staff or pupils at Beeston Hall unless the PHE HPT require it. However a member of staff or pupil may be offered testing if they have atypical symptoms (none of the 3 main symptoms) but are feeling unwell.

Similarly, antibody testing is not currently widely available. Antibody testing indicates whether or not you have had COVID-19. It cannot tell you when you had it, how immune you may be to further infection or how long any immunity you have may last. Therefore, having antibodies does not impact on control measures. You must still maintain distancing and implement hygiene measures.

## **Test Result Actions**

### **A Positive result**

We recognise the need to handle and share a positive test result with the community sensitively and plans are currently being drawn up as to how this is carried out. Further information will be available when term starts in September.

On receiving confirmation of a positive case from a test and trace service for a staff member or pupil Beeston Hall will notify NCC by calling 07623912974. The PHE HPT team will receive notification direct from the test and trace team.

Where a staff or pupil isolates because a member of their household has symptoms and/or is tested positive, the associated grouping does not need to isolate (unless required through contact tracing). If the notification came directly from the parent or carer of a pupil or a member of staff Beeston Hall will notify both PHE HPT of the positive case on: 0300 303 8537 and NCC on: 07623912974

If positive result confirmation is received while close contacts are at Beeston Hall then arrangements will be made for them to leave the school as soon as possible to start their isolation.

### **Contacting the NCC education incident room**

Beeston Hall is required to contact the NCC education incident room if we have been notified of a positive case associated with the school, if we have identified an increased level of absence relating to COVID-19 (a cluster) or if we think there may be an outbreak starting at school.

The education incident room phone number will connect us to an operator service who will take a message and relay it to the NCC education incident room. The education incident room hours of operation are 8am to 6pm, Monday to Friday. Outside of those hours our message will be forwarded to the education incident room but may not be acted on immediately. The following details need to be provided:

- Name of the school
- Address and post code
- Name of main contact
- Contact phone number (main school and alternative landline/mobile number)
- Brief outline of the situation

The education incident room contact number is for use by schools only and parents or carers should not use it.

Further Advice and guidance relating to management of this COVID-19 pandemic is available here [covid.schools@norfolk.gov.uk](mailto:covid.schools@norfolk.gov.uk)

## **Communication**

- Letter 1 will be provided to all parents in the setting when there is a single case (where their child is not required to isolate with their group).
- Letter 2 will be provided to all parents where their child has been asked to isolate due to their close contact.
- Letter 3 will be provided to all parents where an outbreak has been declared
- Letter 4 will be used to inform all parents of a possible case in the setting
- Letter 5 will be used to inform parents following the use of letter 4 where the case has been tested as negative

## **Staff communication**

We will ensure all staff are kept informed of any developments relating to cases in a timely way. In particular, where letters are sent to parents/pupils staff will also receive this information.

If we are informed that any visitors to the school have subsequently tested positive we will also share this information with staff. In such cases we will use records to identify close contacts of these visitors and take action accordingly.

## **A Negative Result**

The person who was isolating can return to school providing that:

- Their result is negative (and further testing is not required)
- They are fit to return (due to other illness)
- Other members of your household do not have symptoms and are waiting for test results.
- Template letter 5 will be used to notify all Beeston parents.

## **An Inconclusive result**

- Isolation must continue where an inconclusive result has been provided. The person must follow arrangements for re-testing.

## **Action for close contacts**

- Close contacts of positive cases must isolate for 14 days. Close contacts will not ordinarily be eligible for testing unless and until they develop symptoms (see above for exceptions). Where a close contact subsequently develops symptoms and tests negative they must continue their 14 day isolation period as they may still have contracted the virus but it was not detected.

## **Outbreaks**

If we become aware of an outbreak, Letter 3 (*Outbreak advice for parents*) will be sent to all parents instead of Letter 1 which is intended for a single case at Beeston.

The **outbreak can be declared over** once no new cases (symptomatic or asymptomatic) have occurred in the 28 days since the appearance of symptoms /from the date of testing in the most recent case. NCC/PHE HPT will confirm when this is the case.

### **Quarantining**

**Quarantine** separates and restricts the movement of people who were exposed (or could have been exposed) to a contagious disease (Covid 19) to see if they become ill. These people may have been exposed to Covid 19 and do not know it, or they may have the disease but do not show symptoms. Contact with a quarantined person requires social-distancing and use of face coverings at all times.

## **6. The Management of the Boarding Community**

For Covid-19 boarding has been limited to Full Boarders to reduce traffic and therefore lower the risk of transmission of COVID19 to other pupils and staff. The school has signed up to the BSA COVID SAFE Charter, which can be found here:

<https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf>

We have been working with the aim of boarding remaining as unchanged as possible but incorporating the necessary Covid-19 changes. We are committed to following government guidance and have deployed the discretion we have for mitigating risk in a balanced way, thereby creating an environment which best fosters the welfare of your children, while ensuring that common sense prevails. A detailed document and 'introduction to boarding' video will be issued to boarding families very shortly.

There are three 'Pods' in the boarding house – like the 'Bubbles' we had during the day last term. We are only allowed 15 pupils in each Pod so there are two Boys' Pods and one Girls' Pod. The mixing between the three should be avoided in order that, were there to be a Covid-19 case, not all boarders would be obliged to self-isolate, only those in the pod.

In the Pods themselves, you need not socially distance from one another, but it is important that you DO socially distance from those in other Pods, likewise, members of boarding staff that are not attached to your pod will remain socially distanced or wear face-covering and gloves when with you.

For this reason:

Pod 1 will only use the stairs by the Staff Room to go up and downstairs.

Pod 2 will only use the Boys' Main stairs.

Pod 3 will only use the Girls' stairs either by Matron Marvell's flat or the main Girls' stairs.

DORMS – Allocation. Each dorm will have roughly half the usual number of pupils to maximise free space.

KIT: Children have been asked to bring an absolute minimum of kit to school, besides school uniform and necessary items.

## **7. Cleaning Procedures, Protocols and Products**

The following guidance has been used to create these protocols.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

## **General Information**

Each classroom has a 'cleaning box' of supplies that are available for staff and pupils to use. This contains, sanitising spray, sanitising wipes and tissues.

In the Music School there will be cleaning equipment in all rooms.

Information concerning the cleaning of specific rooms can be found in the specific room/subject risk assessments and below in the cleaning procedures. (Art/DT/Music/IT)

It is expected that Staff will do any 'basic' wiping down of surfaces where needs be.

The enhanced cleaning rotas and regimes are in principle and in place but still being finalised – and will appear later.

## **8. Remote Learning**

After the success of remote learning during the lockdown period Beeston will revert to this method of education if for any reason the school has to close down again. Beeston will also provide a form of education for any pupil or pupils self-isolating or not present at school for any reason. Mr Leaver will be in charge of co-ordinating our remote learning offering should it be necessary.

If a bubble needs to leave the site due to a positive Covid 19 case then the school will ensure that all members of said bubble have access to remote learning.

## **9. Record Keeping**

We will keep records of contacts on a daily basis, due to the fact that it may need to be retrieved for the previous 21 days. This includes recording all visitors to the school. Prompt isolation of contacts is essential to preventing the spread of infection at Beeston.

Risk assessments have already established the location of the various "bubbles" and how the teaching in the bubbles will work. These groups are key to proactively reducing the risk by limiting contact with others as well as allowing us to be able to effectively isolate a bubble if needed.

The Academic timetable provides us with a record of which teachers have been in contact with which bubbles on a daily basis and where a regular member of staff is absent for any reason the cover manager on iSAMS provides a record of which staff have been in contact with a certain bubble at any particular time.

The Boarding bubble (Pod) is a constant one due to the fact that we have no weekly or flexi boarders next term and we have school transport lists that are kept up to date daily and recorded.

As we return to full occupancy levels we recognise that we will not be able to keep records of every close contact that occurs outside of groups e.g. when children stop in corridors to talk to each other.



However, by implementing the controls measures in place, we will be able to minimise these interactions. Staff and children will be encouraged to report such interactions for the purposes of record keeping. When a positive case has been confirmed to the school PHE HPT and NCC must be informed of the following information as soon as it is known, therefore accurate records to enable this will be kept:

### **At risk staff and pupils**

Details of staff and pupils who have an underlying health condition, confirming a specific assessment has been completed.

### **Absence increase**

We will record and monitor the absenteeism rate, and if concerned that an increase could be related to COVID-19, we will notify PHE HPT and NCC. Notification is not required if absenteeism is increased due to individuals shielding or self-isolating as contacts of cases.

## **10. Control Measures, Monitoring and Review of Protocols**

The effectiveness of the systems and procedures in place will be monitored on a daily basis by Bob Hammond (Covid 19 co-ordinator) and the SLT via feedback from pupils and staff along with his/their own observations of the effectiveness of the control measures in place. The control measures will also be on the agenda of various staff meetings on a weekly basis and all staff will be encouraged to raise any concerns they have with him or another member of the SLT.

## **11. Appendices and Specific Risk Assessments**

The documents listed below were all created for the re-opening of Beeston on 1<sup>st</sup> June and are available on request. These policies will be updated with the latest guidance.

- Phased return to School Policy
- C19 Cleaning and Hygiene Policy
- C19 General Risk Assessment
- C19 PE Risk Assessment
- C19 Site Risk Assessment
- C19 Social Distancing Risk Assessment
- C19 Staff Guidance Risk Assessment
- The Art Room Risk Assessment
- The DT Room
- The IT Room
- The Music School Risk Assessment
- The Science Lab
- The Chapel
- The Library Risk Assessment
- The Sports Hall
- The Drawing Room
- Dogs on Site.
- Copies of NCC Template letters for parents

Prepared by: Bob Hammond  
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