



**ALDRO**



# **Phased return to school - a guide for parents and staff**

Version – 29-05-2020



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## Introduction

The government has set out its plan for a phased return to school, beginning on 1<sup>st</sup> June 2020. Over recent weeks, Aldro has been closed and has had no children in the categories of vulnerable children or children of key workers.

On the 1<sup>st</sup> June, the school plans to reopen to pupils in accordance with government advice. With pupils starting at Aldro in Form 3, this means initially that the school will be open for Form 6 pupils only.

A number of parents have asked if we will be able to open for boys in other year groups before the end of term. We would very much like to be able to do so and are currently looking at a variety of options for the final week of term that include both onsite and offsite activities for our usual Activity Week. We are however constrained by the government's one-size-fits-all plan for a phased return and have received recent advice in response to our questions that there is currently zero latitude for us to re-interpret this in a manner more appropriate for our setting. The government has expressed a wish for all children of primary school age to have time in school before the Summer holidays, but we have a long way to go, I sense, before we get clarity on this.

The purpose of this document is to inform staff, parents and visitors of the safety measures in place and that must be adhered to as we seek to ensure the school is as safe as it can be for reopening. It is hoped that the detail will give confidence to staff, parents and pupils that it is safe to return when the government allows it.

## The proposals for reopening school

In a recent survey of parents, 76% of parents indicated that they were 'Very likely' or 'Quite likely' to enable their son to return, should the school reopen. Within Year 6, this percentage was even higher. It is therefore anticipated that most day pupils in Form 6 will return from the 1<sup>st</sup> June. For those unable or unwilling to return to school, the Distance Learning Programme will remain in place, and pupils will continue to be able to access this remotely from home.

## The Boarding House

The boarding house remains shut at the current time, but plans are in place for this to reopen in September, subject to emerging advice in the interim. It is presumed that overseas boarders will not be returning before September, and that they will continue to access the curriculum via Distance Learning.

## Protocols and Procedures for a phased return to school

### Transport

There are currently no buses to school. Arrival at school is by vehicle access only via the ASC Car Park.

### Access to school

During the phased return to school and until further notice, no parents or visitors will be allowed on to the school site. Contractors will be permitted, and a separate risk assessment carried out if/when this becomes necessary.

## Drop off

Drop-off for pupils will be via the Sports Hall Car Park only at 8.30am or 8.40am (parents will be informed of the timing for their son). Arrival and departure of cars will be controlled at the entrance to stop overcrowding.

Parents are asked to remain in their cars and to stop off in turn by the ASC gate. Pupils are to get out of cars one at a time and present to the matron on duty at the gate for a temperature check before parents leave. Pupils presenting with a temperature above 37.8 will be asked to return to their cars and access the Distance Learning Programme from home instead.

Pupils will then proceed first to the toilets on the Junior corridor to wash their hands, and then to their Form Room. Access to the Junior Corridor on arrival will be via the external door opposite the Chapel (and not via the boot room door).

## Pick-up

Pick-up for pupils will be via the Sports Hall Car Park only at 4.30pm or 4.40pm (parents will be informed of the timing for their son). Arrival and departure of cars will be controlled at the entrance to stop overcrowding.

Parents are asked to remain in their cars and to stop off in turn by the ASC gate. Pupils will be waiting by the ASC gate and allowed to leave in turn when their parent stops by the ASC entrance gate.

## Late drop-offs or early pick-ups

Where parents need to drop off a boy late or pick him up early, they should notify the school in advance ([schoolsec@aldro.org](mailto:schoolsec@aldro.org)) including the expected time of arrival. The school will arrange to meet you at the ASC Car Park gate or escort your son to the Car Park for pick up.

## Restricted use areas

From the 1<sup>st</sup> June, the only internal area of the school open to pupils will be the Junior Corridor. Access will be via the external door opposite the Chapel. Breaks will be taken in designated areas outside (in the classroom in case of wet weather), accessed by the croquet lawn door in the Junior Corridor.

## Teaching in Bubbles

Forms will be divided into 'Bubbles' typically with up to nine pupils. Each 'Bubble' will have two primary members of staff allocated to them for their onsite supervision. The instigation of Bubbles means that our usual setting in English and Maths will not be possible. Pupils will be taught in their Bubbles for all subjects, with the teacher projected into the classroom via Teams. Pupils onsite will not have their own computer and will be expected to work primarily in exercise books or on paper.

## Social Distancing

Pupils and staff will be required to observe the 2m social distancing protocols at all times. The school is realistic that this will not always be possible when working with pupils of this age, but staff will continue to insist on the SD protocols. The same will largely apply for movement about the site, but government advice is that *'brief, transitory, contact such as passing in a corridor is low risk'*.<sup>1</sup>

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<sup>1</sup> p7 <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>



Desks in classrooms will be spaced at 2m. The Junior Corridor has been divided in to two lanes for single direction of travel, with space markers at 2m to facilitate SD while pupils and staff are in the corridors or queueing to use the toilets.

Individual use of the bathroom facilities will be permitted according to need, but toilet cubicles will be allocated by Bubble.

### Hygiene rules

Boys and staff will wash their hands on arrival in school, after each breaktime and after lunch. Handwashing will be with soap provided.

Handsanitisers are mounted on the walls outside each classroom and in washing facilities. Matrons also have supplies of handcream in case this is also needed.

Cleaners or teachers will wipe all surfaces and commonly used areas in each classroom at the end of each session / beginning of each break. They will fill out a checklist to ensure that all areas have been cleaned, to include desks and other hard surfaces, door handles, keypads, keyboards, computer mice, switches, handrails.

Pupils will have their own designated desks. They will have their own pencil cases and stationery supplies, provided by the school. Pupils are not permitted to bring their own stationery in from home.

All removable soft furnishings will be removed from the classrooms in use.

### Breaktimes

Breaktimes and lunchtime will normally be taken outside. In the case of poor weather, boys will stay in their classrooms. When outside, boys will be allowed to play but with regard to the 2m SD rules. Items of play where permitted must not be shared, and must be wiped after use by the supervising adult.

Boys will not be allowed to play on the Fort or the Island until further notice.

### Organised Activities

Where activities are organised outside for the boys, 2m SD rules will still apply. Where boys need to access items of play (e.g. a ball), these will remain theirs throughout the duration of the session and will be wiped clean afterwards.

### Medical facilities

Our school nurse or matron will be onsite throughout the school day. She will operate out of an office on the Junior Corridor.

### PPE

Following government advice, pupils and staff will not be required to wear face-masks or other PPE whilst in school.<sup>2</sup> PPE is available to our school nurse and matrons for use when providing direct

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<sup>2</sup> p4 <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

personal care for a pupil or member of staff presenting with symptoms of Coronavirus.<sup>3</sup> The school has sourced sufficient supplies of PPE according to our assessment of need.

### Assemblies and Group gatherings

There are currently no plans for any in-school gatherings that operate outside the Form 6 Bubbles. Assembly will take place as usual on a Friday, and Form 6 boys onsite will take part in this from their Form rooms in their Bubbles.

### Packed lunches

It is not proposed to open the dining hall before September. Instead, boys coming into school will need to bring their own morning snack, packed lunch and afternoon snack, as well as their own drink in a bottle. Staff will similarly bring in their own packed lunches and snacks.

The school operates a strict 'no nuts' policy and parents are asked to ensure that all ingredients in their packed lunch contain no trace of nuts.

All packed lunch boxes and drinks bottles must be clearly named. On arrival, boys will place their lunches and drinks in a clearly designated, personal area of an adjacent classroom, and will only be able to access this when directed to do so by a teacher. Parents should note that there will be no refrigeration available and should ensure that contents are not perishable. Parents may use frozen ice blocks to keep contents fresh, should they wish.

### Uniform and dress regulations

Boys are asked to come to school in Aldro branded games kit as far as possible. These clothes must be clean on each day, and washed on a 60 degree cycle at home before being used for return to school. Where parents do not have sufficient Aldro sportswear washable at 60 degrees, smart personal sportswear may be substituted. Staff are asked to wear business attire, and similarly to wear newly washed clothes each day.

### Tracking and medical self-declaration

Parents of Form 6 and all Staff coming into school will be asked to complete a health declaration survey at the end of each week, completion of which is conditional to return the following Monday.

The survey will seek to ascertain their possible contact with COVID-19 and serve to facilitate any tracing that might be necessary in the case of a confirmed case at school.

This survey will be conducted weekly, but **all parents and staff are obliged to notify the school immediately ([Head@aldro.org](mailto:Head@aldro.org)) if they have any grounds to suspect that they or their close family may have come into contact with COVID-19.**

### Plan of response to a suspected case of COVID-19 in school

Staff and parents will be reminded regularly about the symptoms that could indicate contraction of COVID-19. These currently include a new, continuous cough or high temperature, or a loss of, or change in, normal sense of taste and smell (anosmia). Staff and pupils who present with symptoms,

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<sup>3</sup> p5 <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

or who knowingly come into contact with someone presenting symptoms, should immediately self-isolate according to government advice and alert the school.

If a pupil or member of staff were to present with symptoms of COVID-19 whilst in school, they will immediately be isolated in the isolation wing of the boarding house specifically designated for this purpose. They will be cared for by our in-house medical team (equipped with full PPE) until such time as they can be picked up and taken home where they should self-isolate for 7 days, and their close family for 14 days. In the absence of a positive test for COVID-19, school may continue as usual.

Where a child or member of staff presents with symptoms of COVID-19, the school will advise a test. If the test returns a negative result the child or member of staff may return to school. If the test is positive, all pupils and adults within the bubble will be sent home to self-isolate for 14 days (other members of their family are not required to self-isolate) and education will continue via Distance Learning.<sup>4</sup>

Where it is suspected that a pupil or member of staff may have presented with COVID-19 in school, the school will take advice from PHE about the response needed by the school, and parents and staff will be kept informed. The school reserves the right to close its doors with immediate effect and revert to the Distance Learning Timetable until further notice.

## Timetable

(see following page)

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<sup>4</sup> This advice is current as of 21/5/2020 and comes from p11 of the following government document: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Distance Learning Timetable Summer Term (2nd Half Version 2) 2020													
	3B	3P	4N	4S	5D	6 Bubble 1 Supervisor: GRND	6 Bubble 2 Supervisor: JA	7A	7I	7K (TWR)	8D Post CE	8R Post CE	8K Form Tutor: *MDT*
Monday 8.45-8.55am	Form Time & Registration												
Monday 9.00-10.00am	Maths NB	Maths AP	Drama / Music EA	Geography CR	Art LF	Maths FD	Maths CS	English LM/CN/MT	English LM/CN/MT	English LM/CN/MT	Bespoke TT	Bespoke TT	Bespoke TT
Monday 10.30-11.30am	English NB	English AP	Maths SS / SN	Maths SS / SN	Maths CR / FD	Geography CN	History JAS	Set 1: French (SB); Set 2: Latin (RI); Set 3: French (*KIC*)			Bespoke TT	Bespoke TT	Bespoke TT
Monday 12.00-1.00pm	Art LF	PSHE (30min) LM	English SS / AP	English SS / AP	French SB	DT-EM Supervisor- TWR	RS- BA Supervisor- CR	Geography CN	Science KMD	History JAS	Bespoke TT	Bespoke TT	Bespoke TT
Monday 2.00-3.00pm	Humanities SS	Personal Reading	RS (30 mins) 2.00-2.30pm - TR	Personal Reading	Geography CN	Science KMD	Latin RI	Art LF	DT EM	Drama / Music EA	Bespoke TT	Bespoke TT	Bespoke TT
Monday 3.00pm	Personal Catch-Up and Reflection / Touch Typing / Reading				Prep: Mathematics	3-4pm Sport (GRND)	3-4pm Sport (JA)	Prep: English			Revision / Personal Catch-Up and Reflection / Touch Typing / Reading		
Monday 4.00-4.30pm						Prep: Maths							
Tuesday 8.45-8.55am	Form Time & Registration												
Tuesday 9.00-10.00am	Maths NB	Maths AP	Maths SS / SN	Maths SS / SN	Drama / Music EA	English- MT Supervisor- TR	English LM	Set 1: French (SB); Set 2: Latin (RI); Set 3: (French) - to do *PREP*			Bespoke TT	Bespoke TT	Bespoke TT
Tuesday 10.30-11.30am	French YGL	Science ELE	Science SN	RS (30 mins) 12.00-12.30pm - TR	English NB / AVP	Maths FD	Maths CS	English LM/CN/MT	English LM/CN/MT	English LM/CN/MT	Bespoke TT	Bespoke TT	Bespoke TT
Tuesday 12.00-1.00pm	English NB	English AP	French YGL	Drama / Music EA	Personal Reading	French SB	Art- LF Supervisor- CR	PSHE (30min) TR	Science KMD	DT EM	Bespoke TT	Bespoke TT	Bespoke TT
Tuesday 2.00-3.00pm	FREE	FREE	Personal Reading	History SS	Science SN	Art LF	Geography CR	Science KMD	PSHE (30min) LM	RS CN	Bespoke TT	Bespoke TT	Bespoke TT
Tuesday 3.00pm	Personal Catch-Up and Reflection / Touch Typing / Reading				Prep: Literacy Planet	3-4pm Sport (GRND)	3-4pm Sport (JA)	Prep: Maths BUT <b>*French Set 3 with KIC*</b>			Revision / Personal Catch-Up and Reflection / Touch Typing / Reading		
Tuesday 4.00-4.30pm						Prep: English							
Wednesday 8.45-8.55am	Form Time & Registration												
Wednesday 9.00-10.00am	PSHE (30min) NB	DT EM	English SS / AP	English SS / AP	Maths CR / FD	English MT	English LM	Set 1: French (SB); Set 2: French (KIC); Set 3: Latin (RI)			Bespoke TT	Bespoke TT	Bespoke TT
Wednesday 10.30-11.30am	Maths NB	Maths AP	Maths SS / SN	Maths SS / SN	DT EM	French SB	Science - KMD Supervisor- CR	Drama / Music EA	Art LF	PSHE (30min) TR	Bespoke TT	Bespoke TT	Bespoke TT
Wednesday 12.00-1.00pm	English NB	English AP	PSHE (30min) SN	Art LF	French SB	Science - KMD Supervisor- TR	French KIC	History JAS	Geography CN	Geography CR	Bespoke TT	Bespoke TT	Bespoke TT
Wednesday 2.00-3.00pm	FREE	FREE	Art LF	PSHE (30min) SS	History JAS	RS BA	Drama / Music EA	Set 1: Latin (RI); Set 2: French (KIC); Set 3: French (*SB*)			Bespoke TT	Bespoke TT	Bespoke TT
Wednesday 3.00pm	Personal Catch-Up and Reflection / Touch Typing / Reading				Prep: BOFA	3-4pm Sport (GRND)	3-4pm Sport (JA)	Prep: French			Revision / Personal Catch-Up and Reflection / Touch Typing / Reading		
Wednesday 4.00-4.30pm						Prep: Science							
Thursday 8.45-8.55am	Form Time & Registration												
Thursday 9.00-10.00am	Maths NB	Maths AP	History SS	French YGL	Maths CR / FD	Latin RI	PSHE (30min)- TR Reading (30min)	English LM/CN/MT	English LM/CN/MT	English LM/CN/MT	Bespoke TT	Bespoke TT	Bespoke TT
Thursday 10.30-11.30am	Science ELE	French YGL	Maths SS / SN	Maths SS / SN	English NB / AVP	Drama / Music - EA Supervisor- TR	DT EM	Set 1: 'Latin Private Study'; Set 2: French (KIC); Set 3: Latin 3 (RI)			Bespoke TT	Bespoke TT	Bespoke TT
Thursday 12.00-1.00pm	DT EM	Drama / Music EA	English SS / AP	English SS / AP	Latin RI	History JAS	Science - KMD Supervisor- CR	Maths CS/SN/FD	Maths CS/SN/FD	Maths CS/SN/FD	Bespoke TT	Bespoke TT	Bespoke TT
Thursday 2.00-3.00pm	Personal Reading	Humanities SS	Personal Reading	Personal Reading	PSHE (30min) FD	English MT	English LM	DT EM	Drama / Music EA	Science KMD	Bespoke TT	Bespoke TT	Bespoke TT
Thursday 3.00pm	Personal Catch-Up and Reflection / Touch Typing / Reading					3-4pm Sport (GRND)	3-4pm Sport (JA)	Prep: Science (set on Tues for 7A and 7I)			Revision / Personal Catch-Up and Reflection / Touch Typing / Reading		
Thursday 4.00-4.30pm						Prep: French (set on Wed)							
Friday 8.45-8.55am	Form Time & Registration												
Friday 9.00-10.00am	RS (30 mins) 9.00-9.30am - TR	Art LF	English SS / AP	English SS / AP	Science SN	Maths FD	Maths CS	RS CN	History JAS	Science KMD	Bespoke TT	Bespoke TT	Bespoke TT
Friday 10.30-11.30am	English NB	English AP	DT EM</										



## Primary References

The main source of government advice on COVID-19 for schools can be found here:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Specific guidance includes:

[Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)



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