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**Operating Procedures  
(COVID-19)**

**A guide for staff, pupils and parents**

**March 2021**

(Revised)

Version 5.3.2021

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# Introduction

The following guide draws on all relevant advice from the DfE, IAPS, BSA, ISBA, is subject to regular review, and reflects the control measures identified in the school’s COVID Risk assessment.

# Social Distancing

## Bubbles

The school will be divided operationally into three main ‘bubbles’; Juniors (Forms 3 & 4), Middle School (Forms 5 & 6), and Senior School (Forms 7 & 8). As far as possible, within these Bubbles, years groups will operate largely as discrete, sub-bubbles in their own right.

Form rooms

Form rooms have been reallocated to keep Bubbles in close proximity and to create distance between different Bubbles where possible.

Form Rooms have been reallocated as follows:

* Form 8 Rooms 8 & 9 (Room 4 for the additional set)
* Form 7 Rooms 1 & 2
* Form 6 Rooms 10 & 13
* Form 5 Rooms 11 & 12
* Form 4 Rooms 3 & 5
* Form 3 Rooms 6 & 7

### Corridors

In all corridors, Staff & pupils must keep to the RIGHT, and avoid stopping, chatting, getting close to others and any form of contact. Whenever possible, boys should **not queue** outside a classroom waiting for Staff to arrive. All Staff can help this by supervising entry into empty classrooms.

### Stairwells

Each Bubble has its own staircase in the Centenary block, clearly signposted. Staff can use any staircase.

**Library Staircase** – from the ICT room to the Vestibule and Lower ground corridor is for Forms 7 & 8 only, except when Forms 3 & 4 need to go to the ICT room or LS.

**Chapel Staircase** – by Room 13 and opposite the Chapel is for Forms 5 & 6 only.

**Science Staircase** – from outside Science leading to lower ground floor of the Centenary Block, is for Forms 5 & 6 only to access the changing rooms.

**Red Staircase** – in the front hall, is for use by staff only, and Boarders with Staff permission

**White Staircase** – leading to the Boarding House, is for boarders only.

Juniors should use the Croquet Lawn Door for entry in and out of the Centenary Block.

When the fire alarm sounds, pupils and staff should use any staircase leading to their nearest exit.

## Principles of Social Distancing

In classrooms, pupils will sit at separate desks, forward facing. It is not possible for pupils to be distanced by 2m, but they must not come into face-to-face contact of less than one metre. Staff should encourage boys to socially distance wherever possible, including during recreational activities.

The teacher must operate as far as possible from the front of the class, at least 2 metres from the boys. It is acceptable to move about the class, but contact with pupils should always be transitory and >1m avoiding face to face contact.

Adults at school can understand social distancing requirements better and are asked to respect 2m social distancing protocols amongst themselves. This applies equally and especially during meetings, in the staff room, during breaktimes, about the grounds etc.

## The Staff Room

Adults are asked to maintain 2m social distancing, and this applies equally to the staff room. Where staff can take breaks outside, or in their own classrooms, they are encouraged to do so. Staff should avoid working in the staff room where alternative and more appropriate space exists. Staff are asked to wipe down desks after each use with the cleaning materials provided and to refrain from cluttering communal areas with personal items. As a guideline, there should ideally be no more than **six** people in the staff room. Masks should be worn in the staff room.

### Coffee

Coffee is available to staff throughout the day in the Dining Hall. Staff should avoid peak times where possible (eg. 11.00am). Staff must only use disposable cups, or bring their own. Hands MUST be sanitised before using the coffee machine, which will otherwise be cleaned regularly by the catering team. Staff waiting for access to the machine must respect 2m SD protocols. Coffee must be taken away from the Dining Hall to be drunk.

## Staff Offices and meetings

Most staff offices are too small to hold meetings whilst maintaining 2m social distancing. These include the offices of CR, JS, DO, LB, AT, GD plus School Secretary, Estates Office and Admissions and Marketing.

Meeting in other rooms, eg Bursar’s office, HM Sec’s office, HM’s office, Matrons’ Room must be carefully arranged to enable 2m social distancing and good ventilation. Masks should be worn for passing conversations where 2m social distancing cannot be maintained.

Classrooms may be used for small meetings where social distancing of 2m can be maintained. Classrooms used for this purpose should be cleaned after use.

Where staff cannot meet whilst maintaining 2m social distancing, an online meeting should be considered as an alternative.

## Movement of teachers

In order to facilitate our specialist teaching, teachers are able to operate between Bubbles. When in a classroom, teachers must not come into close contact with pupils. To that end, typically maintaining 2m social distance from the pupils is key, and ensuring that contact <2m is always transitory.

## Movement of pupils

In order to reduce pupil traffic in the corridors, the timetable has been arranged so that boys will largely stay in the same classroom; teachers will move between rooms more. Pupils will typically only move to specialist classrooms in non-examined subjects and for science practicals.

## Visitors

Visitors (including parents) are only allowed on-site by prior arrangement with the Headmaster’s office. Like the staff and boys, visitors and parents must fill in a COVID-self-declaration form before arriving at school. All visitors should report to reception on arrival. Social distancing and hygiene protocols (e.g. hand sanitisation and the wearing of masks) must be maintained during their visit. Parents wishing to come in to school for any reason must first check with the Headmaster’s office ([hmsec@aldro.org](mailto:hmsec@aldro.org)).

## Parent-Teacher Meetings

In line with the restriction on visitors to the school, Parent-Teacher meetings will take place ‘online’ via Teams. Details will be sent to parents on how to book times with teachers.

## Toilets

Toilet facilities have been allocated by Bubbles as follows. Juniors should use the RIGHT HAND SIDE of the toilets facilities in the Junior Corridor, accessing them via the Junior Corridor. Forms 5 & 6 will use the LEFT HAND SIDE of the toilet facilities on the same Junior Corridor, accessing them via the Vestibule. Seniors will have exclusive access to the boys’ toilets on the lower ground floor of the Centenary block. Within these facilities, cubicles, urinals and washbasins will be designated for discrete use by each year group.

Staff use the designated toilet facilities adjoining the Dining Room or in the CHC and the ASC. Male staff will also have access to the toilet facilities on the ground floor of the Centenary block formerly designated ‘ladies’ and last term used by Forms 5 & 6. The change in purpose of these toilet facilities will be clearly marked. The Vestibule toilet is principally reserved for use by visitors. Staff are asked to clean down toilet facilities and wash basins after each use with the cleaning products provided.

## Sport

The school will continue to follow NGB protocols for specific sports and DfE advice for schools in deciding which sports to play. Where guidelines allow, competitive sport will be played in-school. The school is keen to resume fixtures against other schools as soon as reasonably possible, but will only introduce these when it is deemed safe to do so.

## Changing Rooms

Bubbles have their own changing rooms. Juniors in the Junior changing room, Middle School in the left-hand side of the Senior changing room, and Seniors in the right-hand side of the Senior changing room. The showers in the senior changing room will similarly be allocated per Bubble. Staggered finish times to games sessions ensure that Bubbles are not compromised in the changing rooms. Use of changing facilities will be reduced by boys not changing back into uniform after sport on days when they can return home directly.

## Chapel and Assemblies

Chapels and Assemblies will take place strictly by Bubble, Chapels in the Chapel and Assemblies in the CHC. Each Bubble will have one Chapel and one Assembly per week. There will be no singing in Chapel until further notice. Boys will sit in the same seats wherever possible as allocated by their Form Tutors.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
| **Forms 3&4** | Form Time | Assembly | Form Time | Chapel | Form Time | X |
| **Forms 5&6** | Form Time | Chapel | Form Time | Assembly | Form Time | X |
| **Forms 7&8** | Form Time | Form Time | Chapel | Form Time | Assembly | X |

## Breaktimes

Morning breaktimes are staggered by five minutes to help reduce congestion in school corridors. Juniors will keep their outdoor trainers in their classrooms, and the Middle bubble and Senior bubble should keep their outdoor trainers in their lockers in the changing room. Pupils should not be using the bootroom to put on trainers for outdoor play at break.

|  |  |  |
| --- | --- | --- |
|  | **Break** | **Period 3** |
| **Junior School** | 10.55am | 11.25am |
| **Middle School** | 11.00am | 11.30am |
| **Senior School** | 11.05am | 11.35am |

Bubbles must not mix during breaktimes. Pupils may only play in designated areas / zones. The Fort is not currently in use.

### Breaktime Zones

Forms 7 &8 Grass pitches beyond the flagpole

Forms 5 & 6 Grass pitches lakeside, up to the flagpole

Forms 3 & 4 Green carpet and adjacent grass pitch

### Snacks and Short Tea

To ensure segregation of the Bubbles, breaktime snacks and short tea will take place at three venues.

Forms 7 & 8 snacks Dining Hall Pergola

Forms 5 & 6 snacks Swimming Pool Area

Forms 3 & 4 snacks CHC walkway

Boys must wash their hands before going for snacks (class teachers to remind them as they leave their lessons), but hand sanitiser will also be available at their snacks area.

## Lunch

Lunch will take place in three sittings, by Bubble. Timings are as follows:

Monday, Tuesday, Thursday, Friday

* 12.00pm Junior School
* 12.30pm Middle School
* 1.00pm Senior School

Wednesday

* 12.00pm Senior School
* 12.30pm Middle School
* 1.00pm Junior School

Saturday

* 12.30pm Middle School
* 1.00pm Senior School

Boys will sit on large, square tables. The single chair placed along each longer side of the table is reserved for a member of staff. Tables must be arranged strictly by year group. Pupil seating plans should be submitted to the school office and adhered to.

There will be no queuing for service. Boys will have set places and will sit down at their places on arrival in the Dining Room. Tables will be called up a table at a time for service. Staff not sitting on tables with boys are asked to wait until after the boys to access service, as the boys are under greater time-pressure to eat and move on.

Staff are allocated specific lunches to attend and are expected to sit with the boys. Staff must sit on the ‘longer’ sides of tables and should only be seated to eat for 10 minutes. After 10 minutes, staff should have finished eating, or move to a new table. Where staff are seated at staff-only tables, the same principals of movement after 10 minutes apply.

Any staff messages should be brief & questions from boys should be avoided.

After dismissal, all Staff must assist with wiping down tables & chairs and are responsible for ensuring the completion of this for their table.

## The Library

Boys are currently only allowed to borrow books by prior order. Books will be returned to a central collection point and temporarily quarantined before being made available again for reloan.

The Library is currently being used for LS lessons. Pupils should not, therefore enter the library for any reason other than to attend their LS lesson taking place there. In advance of their lessons, boys should wait outside.

Staff may work in the designated section of the library only, but should otherwise limit time spent in there whilst LS lessons are taking place.

## The IT Room

IT lessons will take place as usual. Here, pupils sit outwards, facing the wall. Additionally, to facilitate social distancing, laptops can be used in the centre consol. All keyboards, mice and surrounding surfaces must be cleaned after each use.

## Learning Support

Learning Support will operate normal 1:1 lessons, socially distanced, at stations in the library. Where social distancing is harder, teachers and pupils may wear a face mask / visor.

## Music lessons and ensembles

The school will continue to follow government advice relating to music lessons and ensembles. Where possible, these will resume on site. Individual music lessons may continue.

# Hygiene

## Hand-washing

Staff and pupils must wash their hands-on arrival at school (or use hand sanitiser), before and after every breaktime, before Chapels and Assemblies and before eating (all meals and snacks).

## Ventilation

Typically, and as far as possible, teachers should teach with doors and windows open. (NB. Door stops MUST be removed when teachers leave a classroom.)

## Masks

All staff and all pupils in Forms 7 & 8 must have two face masks in school (one as a spare). Face masks may be washable or disposable. Disposable face masks must be disposed of in the lidded bins provided. Washable face masks should be washed daily.

All staff and all pupils in Forms 7 & 8 must wear masks indoors, in corridors and during lessons where social distancing can not be maintained. In practice this means that pupils in Forms 7 & 8 are required to wear masks during lessons. Teachers who maintain 2m social distancing from the front are not required to wear a mask, but should do so if they are circulating in class. Masks indoors are optional for pupils in Year 6 and below. Teachers and pupils in Forms 7 & 8 must wear masks in Chapel and Assembly but do not need to do so outdoors, or when doing physical activity in PE in the ASC.

Staff must additionally wear masks in the staff room and the drawing room.

## Visors

Visors are typically worn by staff in specific circumstances eg. to serve food, to supervise the changing of younger pupils, to give medical care, as part of the LFD testing programme, and in other situations where interaction with pupils makes close face to face contact more likely. They are **no substitute** for the wearing of face mask. Where visors are worn, they constitute an additional level of protection; face masks must be worn as well.

## Catch it, Bin it, Kill it

Staff and boys will follow the government slogan: Catch it, Bin it, Kill it. Tissues will be available in each classroom and must be disposed of in a sealed top bin.

## Regular cleaning of classrooms

Teachers will ensure the cleaning of classrooms after each lesson. Cleaning materials will be available in each classroom, and both hard surfaces and frequently-touched surfaces such as keyboards, light switches etc must all be wiped clean.

## Sharing equipment

Teachers should not share stationery items. For example, they should have their own board pens and board rubbers that they take with them between lessons.

## Stationery, books and personal items

Pupils must have their own, well-stocked pencil case from the start of term; the sharing of stationery between pupils is not permitted. Book bags are permitted and boys may take reading books and classwork in and out of school in their bags.

Staff marking exercise books are asked to follow sensible precautionary measures that include the washing of hands before and after marking and avoiding touching their face whilst marking.

## Cleaning equipment

Art, DT, IT, Drama and Music will continue to take place in their usual classrooms / venues and will have their own control measures to reduce risk of transmission of the virus. These will largely focus on hygiene protocols and the more regular cleaning of classroom space and utensils. Items used by one Bubble must be cleaned regularly, and specifically before use by other Bubble.

# Track and Trace

## Seating plans

In order to facilitate the possible need to track pupil movements in the instance of a confirmed case of COVID-19, teachers must arrange set seating in all classes, as well as in Chapels and Assemblies, the Dining Hall etc. At the start of each term, and each time thereafter that changes are made, teachers must submit to the school office a map of seating for each class they teach. It should clearly indicate:

1. The Form / Class / Set
2. Teacher’s name
3. Timetable (i.e. The days and lessons when the pupils are taught there.)

# Logistics

## Staggered arrivals and departures

Arrival times and drop-off locations vary by Bubble. Morning Drop-offs will **EITHER** be at the ASC Car Park **OR** at the Tennis Courts Car Park (entrance opposite the Post Office, Drop-off by the Tennis Courts). **All afternoon pick-ups are from the ASC carpark** unless otherwise notified.

Parents are asked to remain in their cars at all times. Cars should queue in line. Drop-off and pick-up should only happen outside the ASC gates; **there should be no pedestrian traffic in the car park**. If a child is not ready for pick-up when their parents are at the front of the car queue, parents should park up until their son is ready before returning to the queue.

## Arrivals / Drop-off

**Morning Drop-Off – Monday to Friday**

|  |  |  |
| --- | --- | --- |
|  | **ASC Car Park** | **Tennis Courts Car Park** |
| **8.00am** | Form 5 | Form 8 |
| **8.10am** | Form 4 | Form 7 |
| **8.20am** | Form 3 | Form 6 |

8.20am – Form Time (as soon as arrived for Forms 3 & 6)

**Morning Drop-Off – Saturday**

|  |  |  |
| --- | --- | --- |
|  | **ASC Car Park** | **Tennis Courts Car Park** |
| **8.30am** | Form 5 | Form 8 |
| **8.40am** | Form 4 | Form 7 |
| **8.45am** | NA | Form 6 |

8.50am – Form Time

On arrival, **boys must go straight to their Form Rooms to register** and then wash hands. If they arrive early and the weather is fine, they may play outside until 8.20am in the following areas only. There is to be no play outside Chapel.

* Senior Bubble – OTC
* Middle Bubble – Green Carpet
* Junior Bubble – Croquet Lawn (only with the permission of their Form Tutor)

## Departures / Pick-Up

On departure, ‘sign out’ for the boys will be at the ASC car park.

**Afternoon Pick-Up (by day)  
Pick-ups are typically from the ASC Car Park,  
except where indicated\* when they are from the Tennis Courts entrance (TCs)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Mon, Tue, Fri** | **Wed** | **Thu** | **Sat (no sport)** | **Sat (with sport)** |
| **Form 3** | 4.50pm | 4.00pm | 4.00pm | NA | NA |
| **Form 4** | 4.40pm | 4.10pm | 4.10pm | 12.30pm | NA |
| **Form 5** | 5.40pm | 3.30pm | 5.40pm | 12.40pm | 3.20pm |
| **Form 6** | 5.50pm | \*3.30pm (TCs) | 5.50pm | \*12.40pm (TCs) | 3.30pm |
| **Form 7** | 6.00pm | 3.50pm | 6.00pm | 12.50pm | 3.40pm |
| **Form 8** | 6.10pm | \*3.50pm (TCs) | 6.10pm | 12.50pm\* (TCs) | 3.50pm |

Form tutors should take their classes down to the ASC for departure and oversee sign-out and departure. (Games staff, not Form Tutors, will accompany their teams on a Wednesday or a Saturday.) In case of wet weather, boys should wait in the shelter, or in ASC foyer, and the Form Tutor should summon boys in turn (with a runner / radio if necessary), as their parents are about to draw up.

## Late arrival

If pupils are late arriving in the morning, they should be dropped off at the front office where they can register and go to their forms.

## Late pick-up

If parents arrive late for pick-up, boys will be taken back to class / waiting club. Parents will then be asked to report to the front office on arrival.

## What if parents have more than one son in different years?

Where parents have more than one son needing to be dropped off *at* ***different times***, they should drop all boys at 8.10am. Boys should go straight to their Form Rooms to meet their Form Tutor. For bespoke arrangements, parents are asked to liaise directly with the Form Tutor. Where parents have more than one son needing to be dropped off *at* ***different locations***, they should drop all boys at the ASC.

Where parents have boys needing to be picked up at different times, they should pick up **at the later time**, unless they live very locally and prefer to return home in between times. They should arrange the later pick-up by email directly with the Form Tutor of the child otherwise due to be picked up early.

## Waiting club

Waiting club will operate each day from pick-up to 6.00pm. Parents who would like to make use of this are asked to email both the Form Tutor and the School Secretary ([schoolsec@aldro.org](mailto:schoolsec@aldro.org)) with at least 24 hours’ notice.

# Managing COVID

## LFD Testing for pupils

From Thursday 4th March 2021, the school will begin Lateral Flow Device (LFD) testing for all pupils in Forms 7 & 8 where consent has been given. Pupils will complete three supervised tests in school on 4th, 8th and 11th March. Thereafter, pupils will be asked to complete LFD testing at home. Home testing kits will be provided by school.

Full-time and weekly boarders’ self-testing will be overseen twice weekly by the in-house boarding staff.

## LFD Testing for staff

Staff will be able to test at home from Thursday 4th March. Test kits will be provided by the school where available.

## LFD Testing for families of school children

Family members of school-age children are also permitted to test at home with LFD tests and the school actively encourages parents and siblings to conduct these tests. LFD testing helps to identify asymptomatic cases and helps to keep the whole school community safe. Further advice on rapid testing for households, together with how and where to source these tests, can be found on the [government website here.](https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff) Your nearest test site for sourcing LFD tests can be found [here](https://find-covid-19-rapid-test-sites.maps.test-and-trace.nhs.uk/). The nearest site to Aldro is currently the Onslow Park and Ride, GU2 7AD.

## Responding to a positive test result

Pupils or staff who test positive will be asked to return home and access an NHS PCR swab test to confirm the result. Full Boarders may quarantine in the boarding house and receive a PCR swab test onsite. A pupil may only return to school following a negative PCR test result, or for the period of isolation following a confirmatory positive PCR test result.

Families who are conducting home testing, where one member of the family tests positive, should stay at home and take advice from PHE and the school before sending their child into school.

## Feeling unwell

The school nurse and matrons are operating currently between the hours of 8.30-6.00pm\* (\*or the latest pick-up time for day pupils) out of a temporary ‘Medical Room’ set up in the Old School Room. Pupils must not go up to the Boarding House at all during the school day. If a pupil is feeling unwell and the Medical Room is not staffed at that moment in time, pupils should ring the bell and wait. In emergencies, or if no-one is available when the bell is rung, pupils should report to the School Secretary at the Front Office.

## Managing COVID-like symptoms

Day pupils presenting with COVID-like symptoms at home should not come into school. If parents are in any way unsure, they should keep their child at home and contact the school office ([schoolsec@aldro.org](mailto:schoolsec@aldro.org)).

Day pupils presenting with COVID-like symptoms at school will be isolated in the Medical Room and parents contacted with a request to pick them up as soon as possible.

An isolation unit has been set up at one end of the boarding house, away from other rooms and with its own washing facilities. Boarders presenting with COVID-like symptoms will immediately be isolated here.

Parents of day boys will be asked to arrange a test immediately for any pupil showing symptoms of the virus, and to let the school know of the results. For boarders (and day pupils with consent from parents), the school has access to a number of NHS approved home-testing kits to facilitate both early testing and diagnosis following the identification of COVID-related symptoms.

## The school’s response to a positive case of COVID-19

Where a member of the community tests positive for COVID-19, the school will work hastily with Public Health England to decide on the right course of action and inform parents of its decisions. Typically the school will work hard to ascertain all those who have come into ‘close contact’ with the confirmed case. These pupils will need to self-isolate according to PHE advice at the time.

# School Closure, Remote Access Learning and Distance Learning

## Remote Access Learning

Pupils unable to attend school specifically due to COVID-19 reasons may access the curriculum remotely via Teams. Prior permission is necessary and can be obtained by completing this [form](https://forms.office.com/Pages/ResponsePage.aspx?id=lja5eJBuZ02tw5hixlGStwsUNJ_lBahPsRs-0eAyb9JUQ1NDS0VVVFdBV0hWREFHTzVNOUhYNk81TC4u).

## School Closure

The school is determined to stay open for the benefit of its pupils but, in the case where school closure was deemed necessary (perhaps in response to government advice, if we felt we could not open safely or if our normal operations were significantly affected by COVID) the school would revert to ‘Distance Learning’. Full Boarders unable to return home or to guardians would be able to access Distance Learning from the Boarding house, which will be adapted to facilitate this.

# Boarding

## The Boarding House

The school continues to follow [government guidance for residential settings](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings) and to work with the Boarding Schools’ Association (BSA) in deciding how the boarding house will operate. The nature of the school’s boarding house, its layout, washing facilities and staffing means that the school defines the boarding house as one household for all boarders; full-boarders, weekly boarders and part-time boarders alike.

Boarding capacity is reduced currently in order for us to provide an isolation unit enabling the school to respond swiftly to any COVID-related concerns. Places for boarding are prioritised first for full boarders, then for weekly boarders and finally for part-time boarders according to the number of nights they would like to board.

The boarders will operate as one household, so will enjoy breakfast and supper together. They join their Bubbles for the normal working school day.

## Breakfast and Supper Club

Breakfast and Supper Clubs continue to operate, but in a separate area of the dining room to the boarders. Breakfast club drop off is from 7.30am at the main front door; boys should go directly to the Dining Hall to sign in with the Boarding staff on duty. Supper club ‘pick-up’ is up to 6.30pm from the dining hall / dining hall car park (parents are asked not to enter the dining room). Boys unable to be picked up by this time are welcome to board for the night. Parents should contact the school secretary to arrange breakfast and supper club attendance. [schoolsec@aldro.org](mailto:schoolsec@aldro.org)

# Questions relating to our Operating Procedures

If staff or parents have general questions in relation to the school’s ‘Operating Procedures’ within the current circumstances, they should email the Headmaster’s office: [Head@aldro.org](mailto:Head@aldro.org) Questions specifically relating to boarders should be sent to the Housemaster: [housemaster@aldro.org](mailto:housemaster@aldro.org) Academic questions should be addressed to Assistant Head Academic, Mr Streatfeild: [streatfeildj@aldro.org](mailto:streatfeildj@aldro.org). Individual matters should be raised directly with the Form Tutor.