



# More House School

RETURN TO SCHOOL FOR  
THE MICHAELMAS TERM

**2020**

**Arrangements for keeping the school  
community safe in response to the  
COVID-19 situation**

**A guide for employees**



## What is this document?

The government expects all children to return to school this September, including those who might be especially vulnerable to the COVID-19 virus, or who live with a family-member who is especially vulnerable.

We therefore expect to welcome back all **More House School** pupils and Sixth Form students for the start of the new school year.

The government also expects workers to return to their workplaces, widely reported in the national press.

Opening the school fully has required a large amount of careful risk-assessment and planning. Protecting the safety and wellbeing of all employees and their families, and of all pupils and their families, is of paramount importance. The school's identification of risks, and decision-making on how to reduce those risks and control them at an acceptable level are presented to all employees through the whole-school risk-assessment and risk-management plan (RAMP), emailed to all staff on the 26<sup>th</sup> August 2020 and published on the school's website.

However, that is a very large document and not easy to read. The aim of this employees' guide is to distil the most helpful information into a single document which is more accessible – more readable for staff.

## What other sources of information are there?

You should also note that each individual department in the school is completing its own departmental risk-management plan. It is really important that you are consulted on your department's plan, and that your views and questions contribute to the process. Your line-manager will be able to help you take part.

The school has published to all pupils and their parents a Pupil and Parent Guide for the return to school for Michaelmas Term 2020. This is also available in the COVID-19 section of the school website, and you may find it helpful.

There is much information relating to the coronavirus (COVID-19) available from the government. It is published online and easily accessed at [www.gov.uk](http://www.gov.uk).

## When should I not attend school?

You should not attend the school site if you have coronavirus (COVID-19) symptoms, or if you have tested positive in the last ten days.

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

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If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste. You may not come to school during this time.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 14 days unless they receive a confirmed negative test.

## Can I get a test for COVID-19?

Anyone with symptoms can get a test, whatever their age. This is most easily arranged by visiting <https://www.gov.uk/get-coronavirustest>. You can also arrange a test by telephoning 119.

## What if I test negative?

If you get a negative test result, this means you are at low risk of having coronavirus. Other members of your household can stop self-isolating. If you feel well and no longer have symptoms similar to coronavirus, you can stop self-isolating. When you feel better you can return to school.

## What if I test positive?

If you get a positive test result, this means that when you took the test, you had coronavirus. You – and other members of your household – must continue to self-isolate and you may not come to school.

## What information must I share with the school?

If you or another member of your immediate family has a **pre-existing medical condition** which makes you or them especially vulnerable to COVID-19 it is likely the school surgery already holds that information. However, if you think the school may not already know, please make sure you tell the school surgery staff or Human Resources department, either directly by emailing [surgery@morehouseschool.co.uk](mailto:surgery@morehouseschool.co.uk) or [hr@morehouseschool.co.uk](mailto:hr@morehouseschool.co.uk), or via the school office.

If you have **symptoms of COVID-19** and have to remain at home you must telephone the school to report your absence in the usual manner for reporting unplanned absences, and report that it is due to COVID-19 symptoms.

If you must **self-isolate away from school** because a family-member or someone else with whom you have had contact has symptoms or has tested positive for COVID-19, you must contact the school in the usual way to report unplanned absence.

If you or a family member has **previously tested positive for COVID-19**, you should inform the school surgery, either directly at [surgery@morehouseschool.co.uk](mailto:surgery@morehouseschool.co.uk), or via the school office.

If you or a family member has engaged in an **activity which breaks the government's published guidelines** (e.g. attended a large gathering that is not permitted) you should inform the school surgery as quickly as possible. This is because the activity might increase your risk of coming into contact with COVID-19, and might increase the risk to others in the school.



## **Can I continue to work from home if I have to self-isolate?**

This depends on the nature of your role at **More House School**. For many employees, they will be able to continue working remotely, and should continue to do so except for periods where they feel too unwell to work. If you feel able to work from home, please communicate with your line-manager or with our human resources department team to discuss how you can be supported to work remotely. If you feel too unwell, please contact the school to report that you are unable to work remotely due to illness, using the usual procedure for reporting sickness absence.

## **What about monitoring for symptoms?**

It is important that all pupils, parents and school staff know the symptoms of coronavirus (COVID-19), and you can read them at the beginning of this guide.

Every pupil will visually assessed for obvious symptoms, on arrival at school by their form-tutor. Boarders who return the evening before a school day are assessed by their house-staff, and again each morning.

In every lesson of the day, the school staff monitor pupils for obvious signs of symptoms.

Likewise, all employees must be conscious of their own health and possible presentation of symptoms.

## **What happens if a pupil or member of school staff may be unwell?**

We ask that pupils be reminded frequently by their tutor and by other teachers that if they believe they may have symptoms, they must tell an adult immediately.

If a boarder returning to school appears to have symptoms, or if a day boy arriving on-site appears symptomatic, they will not be permitted to enter the site and will be required to be taken home immediately. The same rules apply to adults.

The school's surgery staff will always be informed at the earliest possible juncture and will manage the situation.

If a person is already on-site, arrangements are in place to isolate the symptomatic person from others, and to provide appropriate care, whilst minimising any risk of infection to others. The person's evacuation from the school site will be arranged immediately. If a symptomatic adult is a site-resident, they will be quarantined in their household.

Anyone displaying or suspected of experiencing symptoms will be managed by the school's surgery staff. Effective isolation and care facilities are prepared, and the necessary personal protective equipment (PPE) for staff involved is in place. There are specific arrangements in place for managing situations occurring during residential hours.



## What about temperature testing?

The government guidance tells us that temperature testing is not a reliable means of identifying symptoms. We are therefore not planning to test every pupil's and every adult's temperature on arrival every day.

However, temperature testing equipment is in place for use in Boarding and in cases where symptoms are suspected. All visitors to the site, other than employees and pupils, will be subject to temperature-testing on arrival as a condition of entry.

## What should I bring with me?

In order to minimise the risk of transmitting the virus through touch, we aim to prevent the sharing of equipment and facilities as far as possible. You should therefore bring with you, or store safely at school, a personal set of any stationery items, or other basic equipment for your role. You should not share your equipment with any other person.

You should also bring to school a personal water-bottle. The water-fountains have been disconnected as they are not safe to use at the moment. We want to avoid staff visits to the refectory, and the use of glasses or disposable cups. New water-bottle refilling stations have been installed around the site.

You may like to consider bringing to work a personal coffee-cup which you take home to wash each evening, or a thermos-flask of hot-drink to avoid using shared refreshment facilities which increase the risk of virus-transmission between adults.

You must always have tissues with you so that you can use them to catch coughs and sneezes, protecting others. This is very important. We have lidded-bins in every classroom and office space for the disposal of tissues which have been used. Always remember to wash or sanitise your hands after sneezing or coughing.

If you are using shared transport to get to or from school, you will have to wear a face-covering. If you are not using a disposable face-covering you should have a small plastic, sealable bag (such as a standard freezer-bag) in which to store your mask when you are not wearing it.

## What about face-coverings?

If you are travelling in a vehicle shared with others who are not in your close family group, or if you use public transport, you must wear a face-covering (covering your nose and mouth) at all times during such travelling.

You do not have to wear a face-covering in school, but if you feel safer doing so, you may. If you do wear a face-covering, it is really important that you do not keep touching the mask, or around your mask, since touching your face increases the risk of your transmitting the virus from surfaces to yourself, and from yourself to others.

The government has recently announced that, if a local infection rate rises and additional control measures are implemented in the local area, school pupils and staff will be required to wear face-coverings in areas of the school where they come into close contact with others, such as corridors. We are fortunate that we have very little enclosed corridor space in our school site.

Nevertheless, it is sensible to be prepared, and you should make sure you have face-coverings ready to use if such additional measures are imposed on our local area. Disposable masks should only be used once, and the school has disposal stations for discarding such masks on arrival at school (located at pedestrian entrances to the school-site from car-parks). Reusable masks should be washed daily and should be stored in a sealed bag (such as a standard freezer-bag) when not being used at school.



## How is the school managing Physical Distancing?

Physical distancing reduces the spread of the virus by keeping people at a distance from one another. Pupils should try, as far as possible, to keep at least 1-metre distance from other pupils, including at break-times. Physical contact games should therefore not be played. Pupils will be asked to try their best to maintain a 2-metre distance from all school staff.

Adults working in school should try, wherever possible, to sustain a 2-metre distance from other adults, and from pupils. This may not always be possible, but it should form the general rule.

In the classroom, adults will be expected to position themselves at the front of the classroom and to minimise time spent walking amongst the pupils. Class desks should be at 2-metres' distance from the class teacher.

In shared office spaces or other work-areas, adults should try to sustain a 2-metre distance from colleagues and should avoid touching surfaces or objects which might have been touched by others. Where this is not possible, frequent use of available hand-sanitiser, and sanitising wipes, should be employed.

Where possible, windows and doors should be opened, promoting good ventilation. The use of fans or other devices for propelling air around a room should be avoided.

Wherever possible staff meetings should not take place in the physical proximity of a single room. The exception is where the room is well-ventilated, the meeting is brief, and physical distancing expectations are protected. Ideally, communication between staff should be by telephone, email, video-conferencing (on Microsoft Teams), or out of doors.

Use of shared staff areas should be avoided, with some staff-office refreshment areas posing particular risk. You should consider bringing a thermos-flask of tea or coffee to school each day to minimise risk of physical proximity and sharing the virus through touch.

Arrangements in school are designed to help pupils to practise physical distancing throughout the school day.

## How are we operating 'bubbles'?

The government suggests that we should think of groups of people as bubbles. In that way a person can be close to a few other people, but reduce the risk of being infected with the virus by avoiding getting too close to other people. The people with whom you live in the same household form one of your bubbles – you are likely to be more relaxed with them, but when you are with other people you tend to be more careful, and might try to avoid standing too close to them, or touching the same things they have touched.

In school we think of groups of children in the same age-group as being separate bubbles. Each pupil in years 4, 5, 6, 7 or 8, has been allocated a form-tutor group which will have the same pupils as in most of his lessons. This means pupils are not coming into close contact very often with other people outside of their class bubble.

For pupils in older year-groups, then it is more difficult to keep a class bubble, as every student has chosen different non-core options subjects for their academic timetable. In Year 9 and above the year-group is the bubble. We have put in place plans to minimise the contact between any year group and pupils in other year groups.

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Staff should be wary of thinking of themselves as being in bubbles with colleagues. If one person becomes symptomatic, then the government's track and trace programme will determine that others with whom they have been in close contact must also self-isolate. To protect the school and each department in the school, staff must therefore be wary of being too close to any other colleague, and should take physical distancing and hygiene expectations extremely seriously. It would be hugely problematic if the entire English department had to self-isolate away from school – possibly even more problematic if it was the entire catering department, or the surgery team! Each department must think carefully how to protect itself in advance against the event of one member becoming symptomatic.

## **What about protections for staff working in shared areas?**

Staff whose presence in a particular communal area should not enter that area unless for necessary purpose, and permission given by the usual employees based in that area.

There must be no hotdesking in shared working areas, such as the school office, without the requisite sanitising measures implemented between users – such sanitising is the responsibility of both the first and second user in any changeover, regardless of the time-interval between use.

Staff should avoid sharing refreshment-preparation facilities, including kettles, cups and biscuit-tins. Staff may wish to bring to work a personal coffee-cup which they label and do not share, or a thermos-flask containing a hot-drink.

We hope to minimise the use of photocopiers and shared printing facilities through a school-wide policy of avoiding hard-copy versions of documents wherever possible. The school is in the process of transferring all pupil records, including Black Files (SEND) and parental correspondence onto the MIS using the Data-Management System (DMS). The use of Microsoft Teams for all classes supports the electronic management of pupils' assignments, including in terms of instructions, assistive resources and pupils' responses. Staff-training on how to use effectively online document-sharing and saving arenas is aimed at helping us all to avoid the need for printing and photocopying.

We must also restrict staff access to Main Reception, the School Office, the Finance department and especially to the post-room. Where possible, communication with staff working in these areas should be by telephone or by electronic communication. Where this is not possible, ideally an appointment should be arranged in advance, so that numbers in such areas can be managed effectively for the safety of all.

General staff access to the post-room is no longer possible. Instead, post will be delivered every other working day to departments, arranged by the Main Reception team with assistance from Estates if required. The Head of Boarding will distribute residential staff post at the 4pm daily Boarding Staff briefing.

Non-residential staff are asked not to arrange for personal post or deliveries to be received at the school, as this places an unnecessary burden and risk on school staff during this period of COVID-19 precaution, and increases the visits of 'outsiders' to the school site.

In some areas, protective screens have been installed for the benefit of employees.



## What else can I do to decrease risk in my classroom, office or working area?

It is good practice to remove from rooms any unnecessary items – especially anything formed of multiple or small pieces, which could be touched by others or might collect air-borne droplets, and which is difficult to sanitise or adds an unnecessary burden to the cleaning demands.

Therefore, we should all consider how we can declutter our working areas and especially desks. If a desk is free of clutter, it can easily be wiped down and sanitised. If a surface contains a miscellany of personal items, it is likely that it will not be sufficiently cleaned.

## How will the start of the school day be managed?

Arrival times for staff remain unchanged. For most teaching and therapy staff, you are required to be on site in good time to be ready to work by 8.20am. From September, all form-rooms must be unlocked and ready to receive pupils by 8.20am at the latest.

Please never park in the gravel car-park which has the barrier at the entrance. It is vital that this remains entirely clear for traffic delivering and collecting pupils so that we can minimise risk by avoiding congestion. Staff may park in the Main Reception (top) car-park where they find space, or in the car-park in front of Gard'ner House (adjacent to the refuse skip compound), or along the picket-fencing at the edge of the same car-park and by the internal roadway (Burma Road), or in the car-parks in front of and behind the Music school (Branching Out).

We have extended the time from which pupils can arrive at school in the mornings in order to reduce congestion.

Pupils now can arrive at school at any time between 8am and 8.30am. By 8.30am they must be at their form room. They may arrive either in the Main Reception car-park or in the Lower Entrance car-park.

Sixth Formers who are not driving themselves should be dropped off either in the Main Reception or Lower car-parks, and should not be dropped-off via Crosslanes' driveway. Sixth Form drivers may park their vehicles in Crosslanes' driveway.

Only pupils and school staff may enter the school site beyond the car-parks. Parents, drivers or other passengers must remain in the vehicle to avoid coming into close contact with others. To reduce congestion, pupils are asked to exit the vehicle as soon as they arrive in the car-park, and drivers are asked to depart the site as soon as the pupil has exited the car. It is important that we do not have cars waiting in the car-park in the mornings as there is insufficient space and such waiting can increase the risk to others.

When pupils arrive they will be directed to a special area for their age-group, until it is time to go to their form-rooms. The designated areas are as follows:

■ Years 4 & 5	Gard'ner House playground
■ Year 6	Gard'ner House playground
■ Year 7	Hard Play Area (main playground) Y7 area
■ Year 8	Hard Play Area (main playground) Y8 area
■ Year 9	Hard Play Area (main playground) Y9 area
■ Year 10	Outside the Music department
■ Year 11	Quadrangle below the library
■ Sixth Form	Crosslanes and gardens





They must go to these areas to wait for form-time, and should avoid coming into close contact with pupils who are not in their age-group.

Pupils are asked to wash their hands thoroughly as soon as possible on arrival at school, using one of the outside handwashing stations we have installed.

All adults should also practise good hand-hygiene, washing or sanitising hands on arrival at school and before entering buildings.

Pupils have been told their form-room will be open and ready for them by 8.20am. Form-time starts at 8.30am.

## How will form-time and assemblies work?

On the first day of term form-time in the morning will be longer than usual. This is so that tutors can help their tutees to get acquainted in their new groups, and to cover the breadth of new arrangements and rules.

There will also be a live assembly from the Headmaster, which tutors will play through their classroom's IT facilities. In some rooms there are no larger projection screens, and so the normal computer display screen will have to suffice. However, we are installing web-cameras, microphone access and speakers to any staff computers without in readiness for INSET, so all tutor rooms should be able to access assemblies.

## What about moving around the site?

To promote physical distancing, we have made the school-site a one-way system for pedestrians. We are installing arrows showing directions of travel along a path, roadway or staircase. We have done this to minimise pupils from different age-groups, and adults, walking face-to-face past one another. This system will be in force at all times, and adults are asked to adhere to it in order to support pupils' understanding and cooperation.

## What about washrooms and lavatories?

We have allocated specific washrooms and lavatories (toilets) to each year-group. The allocations are as follows:

- Years 4, 5 & 6 pupils' lavatories located inside Gard'ner House
- Year 7 pupils' lavatories located outside Gard'ner House
- Year 8 pupils' lavatories located in the Sports Hall block
- Years 9 & 10 pupils' lavatories located in the Science block
- Year 11 pupils' lavatories located outside the Engineering building
- Sixth Form all lavatories located in Crosslanes

(there will no longer be staff lavatory facilities in Crosslanes).

It is especially important to wash your hands thoroughly before and after you use the lavatory. This is in case you have touched a surface which could have the virus present before you then visit the lavatory.

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As another way to lower the risk of infection, we have introduced a 'single-occupancy' rule for all lavatory and washroom areas. We have explained to pupils that if, when they enter a washroom or lavatory block, they realise another person is already in the room, they should wait outside until they have left. This includes in communal indoor handwashing or urinal areas.

All lavatories, including those allocated for adults, will be subject to an enhanced cleaning schedule, managed by our estates team.

## **What will pupils' lessons be like?**

Following the one-way system, as pupils reach the area containing their next classroom (e.g. the Music department or the Maths department) they should be prepared to wait in the marked 'holding' area if required. These 'holding' areas are designed to give the new group of pupils arriving a space to wait whilst pupils from the previous lesson exit the classroom and leave the area. Teachers will tell the waiting pupils when it is time for them to come to the classroom door.

Pupils should be reminded it is important that they wash their hands well, or sanitise them using a sanitiser station, before entering any classroom or therapy room.

They should follow their teacher's instructions for how to enter the room so that the entry is calm and managed to reduce the number of times pupils must walk past other pupils within the room.

Each pupil should have with him his own basic stationery in his own pencil-case. Equipment should not be shared with other pupils and they should try to avoid needing to borrow equipment from their teacher.

In most lessons pupils will be sitting facing the front of the classroom, and should not be directly facing another pupil unless they are at least 2 metres apart from one another.

Teachers and therapists will make sure that the room is well-ventilated, and this may mean opening windows or doors.

Pupils will be reminded they must stay in their seat or place throughout the lesson and not wander around. If they feel they do need to move, or to leave to visit the lavatory, they must wait for their teacher to give permission to move. This is important so that teachers can make sure only one person is moving about the classroom at any one time, reducing the risk of pupils getting too close and passing on infection.

Teachers and therapists will try, as far as possible, to keep a distance of 2 metres away from any pupils and from other adults in the school.

Pupils should use their own tissues if they cough or sneeze – it is really important to try to capture and contain coughs and sneezes. Each classroom has a lidded-bin, emptied regularly, for disposing of tissues. Pupils and adults should wash or sanitise their hands after coughing, sneezing or disposing of a tissue. Each classroom or therapy room will be provided with spare tissues.

At the end of a lesson pupils will be asked to sanitise their table-top, chair and possibly other equipment used. Teachers will supervise this and will provide pupils with disposable wipes. This will make each place in the classroom safer for another person to use later.

Pupils should only get up from their place, and leave the classroom, when the teacher instructs them to do so. This will help to keep the class departure well-ordered, and promote physical distancing as far as possible.



## **What about Learning Development Centre sessions?**

These will operate along the same lines as classroom lessons. We do not intend to use the internal rooms in the main LDC area for classes as the opportunities for fresh-air ventilation are less than for the outer-ring of rooms.

Some classes which might have used the most confined spaces in LDC are being relocated to larger spaces in the school, and Bradbury Heights and the Study Hall are expected to be used by LDC staff.

The LDC timetable has been modified so that each session lasts one hour rather than using the previous half-hour divisions. This reduces pupils' use of shared corridor spaces as they transition between classrooms.

## **Will pupils' instrumental music lessons still take place?**

Yes; the Music department has developed a plan for protecting pupils and music teachers whilst continuing to provide music pupils with instrumental lessons. Specific guidance about arrangements will be provided to relevant pupils and their parents by the Music department.

## **How will break-times and lunch-times work?**

Each year-group will be allocated a designated area of the school site to use at morning break-time and at lunch-time. This is to reduce their contact with pupils from different age-groups.

Before you eat your lunch, you should wash your hands thoroughly, or sanitise them.

We have removed some of the furniture from the refectory in order to make it safer for pupils who are eating lunch in there. Each year-group will have an allocated time for eating lunch, which may be different to the timings used last year, and may change on a rotational basis.

Any year group, on most days, will be served a cooked lunch in the refectory. There are protective screens installed between the servery counter and where pupils stand to order food.

Each year-group will be provided with a packed-lunch on some days, prepared by the school's catering team. This is because the smaller numbers in the refectory, and the scheduled cleaning of the refectory in between each year-group's time in the refectory, means there is not enough time to provide every pupil with a cooked lunch every day. On days when one or more year-groups receive packed-lunches, they lunch will be delivered to a collection point for that year-group elsewhere on the site (not the refectory) and pupils in that year-group will have a designated area where they eat it.

Pupils' specific dietary requirements will continue to be met by the school's catering team, regardless of whether they are having a cooked lunch in the refectory, or a packed-lunch.

Unfortunately we will not be serving employees lunch during this COVID-19 period. The government prescriptions on adults' physical distancing, and the increased demands placed on the catering team and refectory facilities make the provision of lunch to employees impossible at the current time. This situation is temporary, and the school is committed to returning to providing employees with an excellent lunch, as previously, as soon as the COVID-19 restrictions ease sufficiently to make it safe and practicable.

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Employees are therefore asked to provide their own, packed lunch for the time being, which they should eat not in the refectory, but elsewhere on the school site. We hope that this period of the day can continue to promote social interaction amongst colleagues, but we must all continue to adhere to physical distancing guidelines and avoid sharing rooms with insufficient ventilation.

The exception is during September INSET. On these INSET days, the catering team will prepare packed lunches for all employees present.

## What are the plans for the end of the school day?

As usual, the school day will finish with tutor-time for pupils in their form-rooms. The normal school day ends at 4.20pm but, in order to reduce congestion of many pupils walking to the car-parks at the same time, we have allocated optional staggered departure times for each age-group. These optional departure times are:

- Years 4, 5 & 6                    4pm (incorporating an earlier tutor-time);
- Years 7 & 8                        4.10pm;
- Year 9 & 10                        4.15pm;
- Year 11 & Sixth Form        4.20pm.

If a pupil is not a boarder and not staying for after-school clubs, and if they are the only pupil in a vehicle, or only sharing with others in the same age-departure group, they may leave school at the allocated time above if their parent or driver wishes. Or, they may choose to stay in school until 4.20pm as normal.

However, if a pupil shares his vehicle with a pupil in a different age group, then both must stay in their respective form-rooms until the allocated departure time of the oldest pupil in the vehicle. Thus, if a pupil is in Year 7 but shares a taxi with a pupil in Year 11, he must wait in his form-room until 4.20pm.

In the first week of term, form-tutors will develop a record of who in their tutor-group shares transport with other pupils, and their names. This will help us to manage the end of the day, but also help us to support the government's tracking and tracing programme for identifying people who may have come into contact with someone who has COVID-19.

Pupils using the coach-service to the railway station must remain in their form-rooms until 4.20pm, before then going to the Main Reception car-park to meet the coach. The coach will not leave the site until 4.30pm at the very earliest

Boarders remaining in school, and day-boys staying for after-school clubs, should remain in their form-rooms until 4.20pm

Parents or other drivers who arrive to collect pupils are asked to remain in their vehicles, or immediately with their vehicles at all times. No parent or other visitor is permitted to enter the school site beyond the car-park for any reason, except with a scheduled appointment to meet with a member of staff – in which case they must first report to Main Reception.

During the period of COVID-19 risk-management the school is unable to provide any washroom or lavatory facilities for parents, taxi-drivers or other visitors. Drivers are strongly encouraged to plan for this, noting conveniences available to the public, for example at local fuel-filling or service stations and at garden-centres.

Pupils may be collected from either the top (Main Reception) car-park or the larger Lower Car-park. Parents have been advised to ensure they have agreed their son's arrangements between pupil and driver in advance.



## **Will there be after-school clubs and activities?**

A programme of after-school clubs and activities will operate as usual between 4.30pm and 5.30pm each school day. Jarred Cooper and Rory Flynn will publish more details of the programme before the new term commences.

For most clubs and activities, only pupils from the same age-group will be able to attend on the same day. On each day except Fridays there should be a creative or physical club available to each age-group. For relevant year-groups there should also be a supported homework club available.

Some activities may be able to include pupils of different age-groups at the same time, but this will only be where a risk-assessment demonstrates how physical distancing between age-groups and other mitigating measures can be operated effectively.

We expect the after-school clubs and activities programme to develop as the term progresses.

## **What about school trips?**

If you wish to arrange an off-site trip for pupils, please speak with Jarred Cooper. In response to the updated government guidance, the school's School Trips policy has been updated.

Proposed off-site trips will be considered by the school's senior management team on a case by case basis. Before a trip is approved its value-rationale and comprehensive risk-assessment addressing all health and safety elements, including those relating to COVID-19 will be examined to determine to what extent the tests of value to pupils' outcomes, and safety, are met. Parents of pupils should not be asked to make commitment, financial or otherwise, to such an activity prior to approval for the trip, as described above, being confirmed by the school's senior management team.

## **What are the rules for mobile telephones?**

The rules for pupils' mobile telephones remain the same as last year. Pupils may bring their telephones to school, and may use them at break and lunchtimes, although not in the refectory and some other designated areas.

Pupils are not generally permitted to have their mobile telephones switched on during lesson-time, and all personal-electronic equipment should remain switched-off and in a bag during lessons. The exception is where the teacher gives special permission because there is benefit in using the telephone to enhance learning, e.g. using camera or electronic communication functions.

Any pupil travelling to or from school using public transport must have with them a mobile telephone which has sufficient battery-charge, and contains contact telephone numbers for their parents and for the school.

## **How can we manage library access?**

We are looking at ways to make the library accessible to all pupils. At the start of term, the library will not be open for any pupils at break or lunchtimes, but we hope to develop a plan for enabling increased access whilst keeping all users and staff safe. We expect to continue using the library for some English lessons, and will support pupils to make best use of the online services offered by the library. We hope to have in place shortly a plan for managing safely the borrowing of physical books.



## **What support will there be for pupils self-isolating at home?**

Pupils unable to attend school will be able to access learning and support using the school's remote-learning facilities. Primarily this is operated through Microsoft Teams, with which the majority of our pupils and all of our teachers are now very familiar.

## **Can pupils' parents visit the school?**

No visitors, including pupils' parents, are permitted to enter the school site beyond the car-parks at the present time, unless they have a prior-arranged appointment to meet with a specific member of the school's staff.

Such visits into school are anticipated to be rare, and it is expected that the majority of meetings with parents and with professionals will be conducted remotely, either by telephone or by video-conference, using MS Teams.

If you feel a face-to-face meeting on-site is necessary, you must check your proposed appointment-time with the Main Reception staff before confirming with the parent or visitor you intend to meet. This is so that we can manage the numbers of visitors on site. You will also need to have decided on a suitable venue for your meeting. You will not be able to use the waiting room adjacent to Main Reception as the potential of different groups of people visiting this room, and walking close to the reception staff, each day poses too great a risk. Consider whether you can meet out of doors. If not, you will need to use a room you know will be free, and be prepared to sanitise furniture and surfaces touched before and after the meeting.

Visitors attending such a confirmed appointment should be told to park in the Main Reception car-park and report to Main Reception. They will not be able to enter inside Main Reception, but they will be asked to provide their details for recording, and will also be asked to cooperate with a temperature-test. If their temperature recording indicates a higher risk of COVID-19 infection they will not be permitted to enter the site.

You will need to collect your visitor from the Main Reception car-park, ensuring they have given their details to Main Reception and been temperature-checked before entering the site. Any visitors permitted to enter the site will need to maintain good hand-hygiene and will be asked to wear a face-covering during their visit.

Arrangements are in place for the parents of new boarders to support their son in settling into his boarding room immediately following the new-pupils' induction afternoon on Monday, 7<sup>th</sup> September.

## **How will school events work?**

The school year normally begins with a stream of parents' information evenings covering a variety of topics, including Sixth Form Induction, Introduction to BTec Study, Overview of the GCSE years, etc.

All such information events are being translated into online formats, supporting parents to develop their understanding and confidence in each area without the need to travel to school to attend a meeting physically. Parents of pupils in relevant year-groups will be made aware of events or presentations as appropriate.

*continues over...*



We expect parent/teacher consultation evenings for each year group to be conducted remotely, using video-conferencing with allocated appointments. We are in the process of honing these plans and will inform parents and staff of the arrangements closer to the scheduled date (a Key Dates leaflet will be published to all parents and staff shortly).

It is extremely unlikely that we will be able to host any parent-audience or congregation events this term, and possibly next. This affects activities such as School Mass, Christmas performances, the Christmas Service, Celebration assemblies and performing arts productions. This is disappointing, but we are exploring opportunities for recording and streaming some events so that parents can be involved.

## **What about hand-hygiene?**

Washing hands thoroughly and often, and frequently using hand-sanitiser, is a very powerful method of reducing the spread of the coronavirus. All pupils and all adults in the school must practise good hand-hygiene throughout the school day.

## **What about arrangements for boarders?**

There are many plans in place to protect and support boarders. Mr Pennell, Head of Boarding, is communicating with boarders' parents regarding boarding arrangements.

## **What if I feel anxious or uncertain?**

With so much change, and with the threat of the virus, everyone feels worried at times. It is really important that every employee feels they are involved in planning for how we can operate the school so that we can meet our pupils' needs, protect individuals' jobs and the business as a whole, and keep everyone and their families safe.

Please talk with your line-manager, making sure you understand how your department will operate safely. Please tell your line-manager of anything that makes you feel uncomfortable or concerns you. If you prefer, talk to one of Meghan or Faye in our HR department, or talk to Ruth Hammond who promotes wellbeing for staff and pupils. Any employee, in any role, can talk to any member of the senior management team, or directly to the bursar or headmaster.

If something is worrying you, do not let it fester. By talking about it we can support one another to find a sensible solution.

It seems like there is a lot of change happening because of COVID-19. However, we are all back in school with everyone else, things will begin to feel much more normal than we might imagine, and we will all be able to enjoy our working experience.

It will be great to feel the **More House School** community is back together again!



# More House School

[www.morehouseschool.co.uk](http://www.morehouseschool.co.uk)

Twitter: @MHSFrensham | Facebook: More House School, Frensham

Instagram: morehouseschoolfrensham

Telephone: 01252 792303

**More House School** is firmly committed to safeguarding children

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