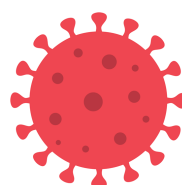


More House School

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 pupils and their parents





Who should attend school?

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.

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

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.

Can I get a test for COVID-19?

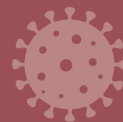
Anyone with symptoms can get a test, whatever their age. This is most easily arranged by visiting <https://www.gov.uk/get-coronavirus-test>. You can also arrange a test by telephoning 119.

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. You could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until you are better. 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 either you or a parent tells the school surgery staff, either directly by emailing surgery@morehouseschool.co.uk, or via the school office.

If you have **symptoms of COVID-19** and have to remain at home your parent must telephone or email the school office to inform the school of your absence and that it is due to COVID-19 symptoms. Your parent must contact us with this information on the morning of your first day of absence.

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, your parent must contact the school office to inform the school.

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, 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.

What should I wear to school?

Pupils should wear their normal school uniform on most school days.

On days where you have a practical P.E. lesson timetabled (all P.E. lessons except for some BTec Sport sessions), you should come to school dressed in your P.E. kit. It is a good idea to have a spare pair of school trousers and shirt packed in your schoolbag in case your P.E. kit becomes very wet or muddy. By wearing your P.E. kit on days when you have a P.E. lesson we can minimise use of shared changing facilities, reducing potential virus-spread.

What should I bring with me?

You should make sure that you bring to school a pencil-case containing all normal basic stationery items. Your pencil-case should be named and 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. New water-bottle refilling stations have been installed around the site.

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 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.

You should bring a normal school-bag or rucksack each day for carrying your pencil-case, water-bottle, school-books and other possessions.



What are 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. Your family at home is one of your bubbles – you are 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. If you are a pupil in years 4, 5, 6, 7 or 8, then you have been allocated a form-tutor group which will have the same pupils as in most of your lessons. This means you are not coming into close contact very often with other people outside of your bubble.

If you are in an older year-group, 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 your year group and pupils in other year groups.

What about travelling to and from school?

If you travel to school by car, there are new timings for arrival and departure explained elsewhere in this guide.

If you travel to school in a vehicle shared with other pupils, such as a taxi or minibus arranged by your local authority, it is likely your parents will have received communication from the provider detailing their rules for travelling safely during this COVID-19 period.

If you share a vehicle with someone who is not part of your close family, you should wear a face-covering (a mask covering your nose and mouth) at all times whilst in the vehicle. This includes if you are travelling by train, bus or the coach. You must also have tissues to contain sneezes and coughs.

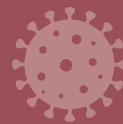
If you are travelling on the train, you should avoid being physically close to others – especially anyone not connected to More House School. Try to avoid sitting with pupils from year groups different to your own. Practise good hand-hygiene by washing your hands thoroughly or sanitising them before and after the journey. Wear your face-covering at all times and use tissues to capture coughs and sneezes.

If you are using the coach between Farnham station and More House School, you will need to sanitise your hands as you board the coach, and as you exit the coach. The school and coach company will provide hand-sanitiser at these times. You will be allocated a seat with other pupils in the same age-group, and your boarding and disembarking will be carefully supervised to minimise your passing close to pupils in other age groups. It is really important you are sensible at these times and follow instructions.

When you arrive at school, there will be face-covering disposal stations for you to use to discard a disposable mask. If you are using a reusable mask, you must have a plastic (freezer-type) bag which can be sealed, in which to store your mask whilst at school.

If you qualify for transport to school provided by your local authority, your parents may have received information from the authority detailing a scheme where parents can claim financial assistance to make alternative transport arrangements. Parents interested in such possibilities should contact their local authority.

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If you are registered to use the coach service between Farnham station and school, the timings remain the same as last year, with the coach collecting pupils from the front entrance (by platform 1) of Farnham station at soon after 8.30am and arriving at school by 8.45am. Please note that the coach company has changed, and the coach will be marked with *D&P Coaches*. At the end of school it will leave from outside the school's Main Reception at 4.30pm.

What will happen when I reach school?

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

You can arrive at school at any time between 8am and 8.30am. By 8.30am you must be at your form room. You may arrive either in the Main Reception car-park at the top of Moons Hill, or in the Lower Car-park using the entrance opposite Kennel Lane.

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 (off Hamflash Lane).

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 you arrive you will be directed to a special area for your age-group, until it is time to go to your form-room. 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

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

As soon as possible when you arrive at school you should wash your hands thoroughly, using one of the outside handwashing stations we have installed. You must make sure you have washed your hands well before you enter your form-room.

Your form-room will be open and ready for you 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 you can get to know your tutor and other boys in your form-group. Your tutor will also help you to understand all of the new arrangements in school for keeping you and everyone else safe.

On some days there will be an assembly for your age-group. However, we will not be meeting together for assemblies. Instead, your form-tutor will play the assembly, which may be live or pre-recorded, in your form-room.

What about moving around the site?

One very important way to stop the virus from spreading between people is by practising good hand-hygiene (washing your hands carefully and often). You will see that we have installed new handwashing stations around the school site. We have also installed new water-bottle refilling stations around the site.

Another good way to stop the virus from spreading is to keep a distance from other people as much as possible. We call this Physical Distancing (although you may also have seen the term social distancing used). You should try to keep a distance of 1 metre between you and other pupils. This will not always be possible, but you should try to do so when you can.

To help with this, we have made the school-site a one-way system for pedestrians (people walking). This means that you will see arrows showing in which direction you can travel along a path or roadway. We have done this to minimise pupils from different age-groups walking face-to-face past one another. Your form-tutor and other teachers will help you to understand the system.

It is important that you follow the one-way rule when walking or running around the site, even if this means you have to go a long way around to get to your destination.

What about washrooms and lavatories?

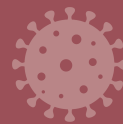
We have allocated specific washrooms and lavatories (toilets) to each year-group. Your form-tutor will make sure you know which area your age-group is allowed to use, and where to find it. The allocations are as follows:

■ Years 4, 5 & 6	pupils' lavatories located <u>inside</u> 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

(staff facilities have been allocated elsewhere).

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.

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



What will lessons be like?

To get to your classroom you should follow the one-way system. As you reach the area containing your classroom (e.g. the Music department or the Maths department) you should be prepared to wait in the marked 'holding' area if required. These 'holding' areas are designed to give your age-group and class a space to wait whilst pupils from the previous lesson exit the classroom and leave the area. Your teacher will tell you when it is time for you to come to the classroom door.

It is important that you wash your hands well, or sanitise them using a sanitiser station, before you enter any classroom or therapy room.

You should follow your teacher's instructions for how to enter the room. They will make sure your entry is calm and managed to reduce the number of times pupils must walk past other pupils within the room.

You should have with you your own basic stationery in your own pencil-case. You should not share your equipment with other pupils and you should try to avoid needing to borrow equipment from your teacher.

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

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

It is important that you stay in your seat or place throughout the lesson and do not wander around. If you do need to move, or to leave to visit the lavatory, you should wait for your teacher to give you permission to move. This is important so that you teacher 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.

Your teacher will try, as far as possible, to keep a distance of 2 metres away from any pupils and from other adults in the school. You should always try to keep 2 metres away from any adult, wherever possible.

You must use your own tissues if you are about to 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. You should wash or sanitise your hands after coughing, sneezing or disposing of a tissue.

At the end of your lesson you will be asked to sanitise your table-top, chair and possibly other equipment you have used. Your teacher will supervise this and will provide you with disposable wipes. This will make your place in the classroom safer for another person to use later.

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

Can 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?

Your 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 your contact with pupils from different age-groups. It is really important that you follow these instructions.

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. Your 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.

On most days you will eat a cooked lunch in the refectory. There are protective screens installed between the servery counter and where you stand to order your food, and it may seem a little unusual for the first few days. Do not worry, the catering staff and your teachers will help you.

On some days your year group will be provided with a packed-lunch, 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 the occasional days when your year-group receives packed-lunches, your lunch will be delivered to a collection point elsewhere on the site (not the refectory) and you will have a designated area where you can eat it with your friends.

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

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

As usual, the school day will finish with tutor-time in your form-room. 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:

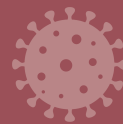
■ Years 4, 5 & 6	4pm (incorporating an earlier tutor-time);
■ Years 7 & 8	4.10pm;
■ Year 9 & 10	4.15pm;
■ Year 11 & Sixth Form	4.20pm.

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

However, if you share your vehicle with a pupil in a different age group, then you must stay in your form-room until the allocated departure time of the oldest pupil in your vehicle. This means, if you are in Year 7 but share a taxi with a pupil in Year 11, you must wait in your form-room until 4.20pm.

In the first week of term, your form-tutor will develop a record of who in your 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.

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If you are using the coach-service to the railway station, you must remain in your form-room 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.

If you are a boarder remaining in school, or if you are staying for after-school clubs, then you should remain in your form-room 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. Please ensure you have agreed your arrangement 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. Your parents will be sent 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 are the rules for mobile phones?

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.



Can I access the Library?

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.

How will pupils be monitored 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 is 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.

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

What happens if a pupil may be unwell?

Pupils will be reminded 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 school's surgery staff will always be informed at the earliest possible juncture.

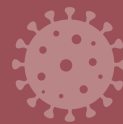
If a pupil is already on-site or in the care of the school's staff, arrangements are in place to isolate the pupil from others, and to provide appropriate care, whilst minimising any risk of infection to others. The pupil's collection from school will be arranged immediately.

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 support can I get if I am self-isolating at home?

If you are unable to attend school you 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 my 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.

If your parents have such a confirmed appointment, they will need to park in the Main Reception car-park (at the top of Moons Hill) 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.

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.

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.

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. 7th 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.

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 of the arrangements closer to the scheduled date (a Key Dates leaflet will be published to all parents 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 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 and your parents 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. 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.

What is Physical Distancing?

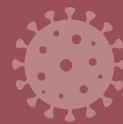
Physical distancing reduces the spread of the virus by keeping people at a distance from one another. It is good to try to be 2 metres away from strangers wherever possible. In school, you are asked to try your best to keep 1 metre away from any other pupil. This includes at playtime, or during breaks and lunches. You should not play games involving physical contact with other pupils.

You should try to keep 2 metres away from any adult.

Arrangements in school are designed to help pupils to practise physical distancing 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 many little changes it is very easy to feel worried about what school will feel like, and whether there is too much to remember. Try not to worry; everyone will feel the same – even your teachers! It is really important to tell other people if you are worrying about something. Your parent will want to know if you are feeling uncertain or anxious, and they may be the best person to help you feel more confident.

And when you arrive at school, your whole form-group and form-tutor will work together to support one another. If you have questions, then you should ask them. If you feel that something might not be safe, or makes you feel uncomfortable, you should tell an adult about it straight away.

You can always talk to your form-tutor about worries, but it is often good to talk with your friends as well. In fact, you can tell any member of staff at school about any problem, and they will want to help you.

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

We really look forward to welcoming you back!





More House School

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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