



ST PETER'S

PREPARATORY SCHOOL

COVID-19 School Operating Practices

Created on 15 May 2020
Updated 14 August 2020
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Approved by Head:

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Date: 14th August 2020

Purpose and Scope: This document has been prepared to explain the operational practices for all pupils, parents and staff during the Covid-19 pandemic.

Protocols and practices indicated in this document are informed by the control measures outlined in [DfE Government guidance](#) and indicated in the [St Peter's Covid-19 Risk Assessment](#).

The Risk assessment and this document will be reviewed regularly by the Senior Leadership team and changes communicated with the whole school community.

1. School timings

Core school hours will operate between 08:30 and 15:00 for Pre-Prep pupils (N - Y2), 08:00 and 15:30 for Lower School (Y3 - Y5) and 08:00 and 16:00 for Upper School (Y6 - Y8).

To offer some flexibility for families who have to travel a distance, these times are inclusive of a 30 minute window for drop off in the morning and collection at the end of the day. (Please see drop off and collection arrangements explained below). An early drop off of 08.00 for Pre-Prep pupils can be arranged if requested.

2. Wrap around care

Wrap around care will be provided for each bubble in their specified locations and grouping after core hours have finished with a whole school collection period in the collection areas between 17:00 and 17:15.

Further provision will be offered in the school dining room between 17:15 and 18:00 for families who require it. This will be subject to strict social distancing rules as it will necessitate pupils from different bubbles being together.

To support the School's protective measures, at this time, parents are politely requested to only utilise the wraparound provision only if it is essential to enable them to work.

3. Site organisation and staffing

All pupils are assigned to a specific group or 'bubble'. From September 2020, each bubble will be a year group. Within each bubble, pupils will be grouped into forms. Staffing within each bubble will, in most cases (but not exclusively) be made up of the year-group form tutors alongside one or more adults. Exact arrangements for each bubble will depend on the age and needs of the pupils, as well as the staffing setup.

In accordance with current government advice, each bubble should be kept separate from all others. To facilitate this, each class within the bubble will be allocated a specific classroom from which they will be based.

All locations are indicated on the [Covid Site Map](#).

September 2020 Bubbles: N, Y1, Y2, Y3, Y4, Y5, Y6, Y7, Y8.

Bubble principles:

- Bubbles will not interact or mix with other bubbles.
- Staff and pupils to ensure 2m distancing is maintained wherever possible when individuals from other bubbles are encountered around the site.
- Bubbles will work, play, eat and exercise together with their allocated adults, in specific segregated locations.
- Where multiple bubbles require access to communal spaces (such as toilets) 2m social distancing measures are in place, and other mitigation factors such as regular cleaning is in place. Additional hygiene stations have been installed.
- Staff allocated to, and who are working solely within year-group bubbles will not be required to socially distance from pupils or each other.
- Staff who teach specialist subjects will be required to work within multiple bubbles. Other staff, (such as those who supervise wrap around care) may be required to mix with multiple bubbles. **These staff should carry out these duties whilst maintaining a 2m social distance at all times.**

4. Timetable

Pupils will follow a timetable that allows for a broad and balanced curriculum which utilises as much outside learning as possible. In the event of a local lockdown, this timetable easily translates into a remote learning timetable for the relaunch of immediate remote learning. These will be communicated with individual staff members and classes as appropriate, at regular intervals and when changes are made.

5. Arrival and departure protocols

Arrival protocols for new pupils arriving at St Peter's on their first day will be communicated by the Admissions department prior to the start date.

Parents must not park vehicles, get out and enter any school buildings, or stand around in any locations on school site. Parents must remain in vehicles when dropping off and collecting children. The only exception to this rule is for Nursery and Reception parents who may assist their child in removing seat-belts and stepping out of vehicles but 2m Social distancing must be maintained at all times. Children will be taken from and delivered to the vehicle by staff members.

Staff and parents should minimise conversation during these times to ensure the process moves as smoothly as possible and pupils can be safeguarded by staff at all times.

Parents are requested to drive slowly and cautiously (no faster than 5mph) through the school site at all times, and keep engine revs to a minimum. Large volumes of pupil bubble groups move around the site during the first and last hours of the day. It is vital that extra attention and vigilance should be paid to ensure the safety of moving vehicles around very young children.

Drop off and collection times and zones

Bubble groups will be allocated time windows and areas of the school site to drop off and collect their children from. This ensures bubbles in these areas can be kept away from other bubbles, and to try and keep the traffic flow moving.

We would politely request that these time windows are adhered to so that we can manage the isolation of groups of pupils from each other.

Parents with multiple children should drop off their children at the designated zones as they pass them.

Where parents have children with drop offs and collections in both time windows, we ask that they should drop at the **latest** time for their oldest child, and collect at the **earliest** window for their **oldest** child.

If a child needs to be collected during the school day, parents should pre-arrange with school to park outside Harefield House and indicate (either visually or by telephone) that they are present and a message will be sent for the child to be brought, or to bring themselves to the parent.

Morning drop off:

Time windows	Zone	Bubbles
08:00 - 08:30	Bottom car park (adjacent to the the swimming pool / astro)	Y6, Y7, Y8
08:00 - 08:30	Top car park (outside the PA room)	Y3, Y4, Y5
08:30 - 09:00	Pull in beneath flag pole	N, YR
08:30 - 09:00	Top car park (outside the PA room)	Y1, Y2

Afternoon pickup - pupils will be sitting in their bubbles ready for collection. Please arrive within the time window and do not park and wait.

Time windows	Zone	Bubbles
15:30 - 16:00	Bottom car park (adjacent to the the swimming pool / astro)	Y6, Y7, Y8
15:30 - 16:00	Top car park (outside the PA room)	Y3, Y4, Y5 <i>*Y6, Y7, Y8 in wet weather</i>
15:00 - 15:30	Pull in beneath flag pole	N, YR
15:00 - 15:30	Top car park (outside the PA room)	Y1, Y2

If parents do not follow school systems in place, they will politely be asked to leave the premises.

In wet weather, provision will be made for sheltering each bubble as close as possible to their drop off/collections locations:

N - Event shelter at rear of Harefield	Y4 - Hub
YR - Event shelter on Peterhouse lawn	Y5 - Dining room corridor
Y1 - Event shelter on front lawn	Y6 - H4
Y2 - Event shelter on front lawn	Y7 - PA Room
Y3 - Dining room	Y8 - H1

6. Bus Transportation

A limited covid secure bus service will be available from Sept 2020. Individual morning pickup and afternoon drop off times will be communicated by the Transport Manager. Afternoon departure from school will be 17:10.

The basis of operation will rely upon the principle of 'bus bubbles' where each bus route is made up of consistent, specific groups and a limited number of family groups. This ensures that cross contamination between the school year group established bubbles is limited as far as possible, and facilitates the ability to trace pupil and staff interactions should this be required in the event of a positive CV-19 case.

- On the bus pupils will sit in family groups and be allocated seats that will be used on every journey.
- Drivers and pupils over 11yrs old will wear face coverings
- Buses are fitted with protective panels to provide enhanced respiratory hygiene.
- Buses will be cleaned regularly.
- Drivers and pupils will use hand sanitiser before boarding and on disembarking vehicles
- Buses will drop off pupils at the drop off locations on arrival at school to enable pupils to join their year-group bubble without mixing with other pupils.
- Buses will depart at 17:10 from outside the Wessex hall. Pupils will be collected by the drivers and taken directly to ensure there is no mixing of pupils outside of their bubbles.

7. Lunch and Snacks

The catering team will prepare a hot or picnic lunch each day for every child and staff member. This will be delivered to each bubble and eaten within the teaching spaces allocated to each bubble. Weather permitting, pupils may also eat outside.

Pupils may bring their own packed lunch if they wish. All pupils should bring in two healthy snacks for morning and afternoon.

Non teaching staff should collect their lunch from the dining room; ensuring social distancing is maintained at all times.

8. Ensuring effective infection protection and control

The school will be closely following guidance in Coronavirus (COVID-19): [Guidance for full opening: Schools](#) (7 August 2020)

Cleaning

- School has increased the cleaning hours. There will be a cleaner onsite to clean toilets and other communal areas across the site during each day and they will then be cleaned again at the end of the day.
- Disinfectant wipes and hand sanitiser will be issued to all rooms and communal areas that are in use, and staff will be expected to wipe surfaces they have used after they have finished. Signage and guidance will be displayed as reminders.

Hygiene and resources

- Pupils can wear their school uniform every day including blazers. There is no longer a requirement that this needs to be washed every day, but the School expects that a reasonable level of cleanliness and hygiene be maintained.
- At this time, School changing rooms cannot be used. Pupils should wear their Games kits on days they have Sports lessons to avoid the need to change. This can be any combination of PE or Games items. Tutors will be in touch on when this will be.
- If changing needs to happen for any unforeseen reason then pupils will be given privacy to do so within their bubbles (as age appropriate) and asked to change in classrooms.
- All staff and pupils to wash before school.
- All staff and pupils will wash their hands on arrival at school.
- All long hair to be tied back.
- All pupils (Year 1 to Year 8) must bring their own pencil case (containing pencil, rubber, ruler and colouring pencils) and own water bottle (both must be named.) Pupils should also have their own reading book in school at all times.
- Reading and Library books will be provided and strict hygiene protocols will be in place to avoid cross contamination between bubbles.
- Pupils will hang coats and bags on the backs of their chair in their classroom.
- Wessex Hall lockers will not be used.
- Each child will have their own chair and table in their classroom.
- Pupils will eat lunch in the classroom or in the grounds. Lunches will be delivered to classrooms in time for lunch each day. Pupils can bring their own packed lunch, or school will provide one. There will be no sharing of food or drinks at mealtimes between pupils / staff. From September there will be a hot option every other day.
- All pupils and staff will wash their hands on an hourly basis, or after any change in activity throughout the day using water and soap. Pupils will be supervised to ensure they are cleaning their hands thoroughly. There will also be hand sanitiser available for all staff and pupils.
- All pupils will remain within their 'bubbles' and not mix with other pupils or staff in the school. Staff will communicate to ensure bubbles are maintained by staggering hand washing timings. Numbers of pupils using toilet facilities will be controlled and managed by staff.
- Pupils will have playtimes with their bubbles. Each bubble will have an allocated zone to play in. Break times will be staggered to facilitate this.

Personal Protective Equipment

- With the exception of pupils 11yrs+ who use the bus system, pupils are not required to wear facemasks. Staff and pupils may choose to if they wish.
- If a child needs any first aid treatment or intimate care, staff or first aiders will have access to PPE (mask, gloves, apron, goggles) and this **must** be worn.

9. Illness protocols

- If anyone becomes ill with a new, continuous cough, a high temperature (37.8 or above) or suddenly loses their sense of smell or taste, they will be sent home to isolate for 10 days. The list of potential symptoms will be updated in line with [current government guidance](#).
- If a child is waiting to be collected, they will wait in isolation in the boys' dorm next to sickbay. Staff should inform their manager and leave site as soon as they can; taking care to stay away from pupils and other staff members until they can be covered.
- PPE should be worn by all staff who are caring for the child as they wait to be collected.
- When a pupil or staff member develops symptoms they should isolate for 10 days and everyone in their household should isolate for 14 days.
- All staff and pupils who develop symptoms will have access to a test: Government guidance states that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- All staff and pupils must, as soon as possible provide the School with the results of the test.
- If the test is positive, the NHS Track and Trace System will be advised and the other pupils and staff from their household and bubble (and any other bubbles that the staff has worked, non socially distanced with) will be sent home and advised to self-isolate for at least 10 days. They should only return to school if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. The School will seek Public Health guidance about when the remainder of the 'bubble' can return to school - if they are symptom free.
- If any staff member or pupil has been asked by NHS Test and Trace to self-isolate because they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) they should also inform the school immediately.
- If the test is negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), the pupil or staff member can stop self-isolating. They 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 they are better. Other members of their household can also stop self-isolating unless they themselves have symptoms.

10. Attendance

Government guidance states that from September 2020 all pupils must now attend School.

Pupils and staff members who have returned from travels to the current UK non-exempt travel locations within 14 days, and who are required to quarantine **should not** attend school. Pupil absence will be noted in the School's attendance register as per current DfE regulations. Staff member's absence and remuneration will be discussed directly with the Head/Owner in association with employment contracts and School employment policies.

Pupils who have medical reasons to self-isolate or shield should advise the school and provide documentation to support this.

11. Behaviour Policy COVID-19 June 2020

As schools reopen, it is crucial that pupils and staff are able to employ social distancing as much as possible.

We recognise the younger the children are the more difficult it is to adhere to social distancing. We cannot guarantee children will remain 2 metres from each other or from staff throughout the day. The staff will continue to remind children, play games and sing songs as prompts. Vigilant hygiene practises remain at the heart of our daily routines and are central to our return to school plan.

Pupils will be expected to follow the [Pupil Covid-19 School Expectations](#) shared with them by their teachers, to ensure social distancing is employed as much as is reasonably possible.

Staff will also follow the [Staff Covid-19 School Expectations](#)

Where pupils are purposefully ignoring instructions from staff members, the sanction will be to be removed from the situation and given time to reflect on behaviours. A senior member of staff will discuss with parents the expectations for behaviour with regard to social distancing.