

## 4. The School Day & Covid-19 Hygiene

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### a) Hand Washing & Hand Sanitisation arrangements

- To minimise COVID-19 transmission and ensure that hands can be cleaned frequently throughout the school day students will be provided with a bottle of hand sanitiser.
- The use of hand sanitiser is quicker and more effective than washing hands. It also ensures all students have access instantly to the correct hygiene equipment without long queues building up in School washrooms.
- Hands must be sanitised on arrival at school, on return from break & lunch, when students change rooms, before dismissal and before and after eating – at a very minimum. They should also be sanitised before and after practical subjects.
- Students can refill their sanitiser bottle during break and lunchtime at the refill stations around the School. Students will not be allowed out of lessons to refill bottles.

### b) Beginning of the day

- Students should arrive in normal School uniform unless they have PE or Games lessons on that day, in which case they should arrive in their PE kit and remain in PE kit for the remainder of the day. **A reminder that we no longer have lockers and students must arrive with a plain, black rucksack or backpack or the CHSG logo bag (Year 7 onwards).**
- On entering the classroom, students must sit in the seat assigned to them in the seating plan
- Registration of students will take place during Tutor Time and the School will continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many students and staff are in attendance.
- School attendance will be mandatory again. The usual rules on school attendance will apply, including:
  - parents' duty to secure that their child attends regularly
  - schools' responsibilities to record attendance and follow up absence
  - the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct *as a last resort*
- There will be no whole year group assemblies in the Main Hall for the foreseeable future. These will be replaced with video messages.

### c) During the day

- Students to sanitise their hands after break, PE/Games, using the toilet and before/after eating lunch.
- Students should sanitise their hands upon entering a new classroom and before leaving each classroom.
- Students will not be allowed out of lesson to fill up water bottles or fill hand sanitiser bottles. This must be done during break and lunchtime.
- Each class will have toilets assigned. (Students will be able to visit the toilet when needed and this will be monitored appropriately by staff).

#### **d) Movement around the School building / Fire alarm**

- All movement of students around the School will be monitored by staff and SLT.
- Should the fire alarm go off, the usual fire evacuation procedures will apply. Students must ignore the one-way system and make their way to the park as per our fire drills.

Students will be reminded of the following:

- Move on the left when moving up and down the stairs and around the School building.
- Follow the one-way system marked out in each block.
- Where possible, social distancing must be observed.
- Stay apart on the stairs and do not touch others as they pass on the stairs or around the School.

#### **e) Hygiene procedures for the classroom**

- Student desks have been rearranged so that they are front facing and seated side by side
- Classrooms will be cleaned between lessons when being used by different year groups and at break & lunchtime. Specialist classrooms will be cleaned more frequently and at least after use by different year groups.
- Larger wheelie bins (general waste & recycling) will be provided in each Year Group Zone to enable students to empty classrooms bins into the larger wheelie bins after break & lunch
- Boxes of tissues will be in each classroom to support 'Catch It, Bin It, Kill It'
- Staff will ensure that hands are cleaned regularly and rotation ('set aside') of the resources.
- Students are expected to have their own equipment as detailed in the School's equipment list (see Appendix A) as these cannot be provided by the School and should not be shared
- Staff will remind and encourage students not to touch their mouth, eyes and nose, to use a tissue or elbow to cough or sneeze into and use bins for tissue waste (*'Catch it, Bin it, Kill it'*).
- The Premises Manager will ensure that bins are emptied every day and that there is a stock of tissues in classrooms.

#### **f) Face masks**

- Following the Government's recent announcement on the wearing of masks we are in the process of updating our guidance. A separate letter will be sent to parents concerning masks and this guidance will be updated in due course.

## g) Student Support and other offices

- Students cannot visit Student Support at any time without a prior appointment. To make an appointment students should use the SHARP system. A member of Student Support will then contact the student advising them of the date and time for their appointment.
- The Head of Year or Tutor should be the first point of contact for students from now on.
- Students who go to Student Support without an appointment will be sent back to lessons and a sanction will be issued. Students cannot leave lessons to visit Student Support without an appointment slip.
- If a student must visit any office (including Student Support), they must knock and wait outside the door. The member of staff will invite them into the office, and they must not cross the threshold that is marked out. Each year group will be provided with this information on the first day.

## h) Medical Room

- Students will not be allowed to leave lessons for minor ailments.
- Students should only visit the medical room in severe cases and emergencies only. Students whose ailments are not severe will be sent back to lessons.
- Students can still access sanitary items from the areas marked with a blue flower. There will be an area for each Year group zone so students do not need to leave their 'bubble'.
- **It is important that someone is available to pick a student up immediately should they need to be sent home for medical reasons.**

## i) End of the Day

- Students must leave the School site after their last lesson. Students cannot remain on site to wait for siblings.
- Students with siblings in other year groups must wait in the park adjacent to the School. A member of staff will supervise any students who are waiting in the park for a sibling.

# 5.The Curriculum & In-class arrangements

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## a) General

- Students need to work at their desks both in their own classroom or when learning in one of the specialist classrooms. Students will be seated facing forwards in each classroom.
- The class teacher and teaching assistant(s) will be allocated to a class, but support staff may be used to lead groups, under the direction of a teacher.

- From September, subject specialist rotation will take place as per Government guidance. Specialist classrooms (Art, Textiles, Computer Science, Drama, PE & Dance, Music, Product Design) will be used as normal
- Teachers will rotate and teach their subjects in each classroom ensuring they keep a 2 metre distance where possible.
- Students must have all the correct equipment for their lessons. There can be no sharing of resources amongst students.
- Teachers will ensure that each class and year group stay together and do not mix with other classes or year groups while on the School premises.
- Students will use their own booklets but will share classroom based resources. These will be cleaned regularly, along with all other frequently touched resources.
- Students will sanitise their hands regularly throughout the day and before and after meal and recreation times. *Guidance states that alcohol hand rub/sanitiser needs to be used ensuring that all parts of the hands are covered.*
- Students will be asked to sanitise their hands at the start and end of each lesson and before touching any equipment.
- Students may be asked to assist the teacher in cleaning the equipment used by using the cleaning products provided
- Teachers will support by promoting respiratory hygiene with the 'Catch it, Bin it, Kill it' approach and to remind students to avoid touching their face.
- Lining students up will be kept to a minimum but social distancing will need to be observed, i.e. not touching when it is required.
- Classroom windows and doors to remain open at all times, as much as possible, weather permitting.
- Displays will be created in class, corridors and toilets to support students in following the rules.

## **b) PE/Games**

- PE and Dance will take place following the measures in the School's 'System of Controls'.
- PE/Dance can take place outside, or in the Sports Hall or gym if it is raining, as students remain will remain in their year groups 'bubbles'
- Where PE/Dance consists of activities that involves equipment, these will be cleaned before and after use.
- Students will wear their PE kits to School when it is their PE or Dance day.
- The School will continue to follow guidance linked to all sports.

## **c) Computer Science**

- Computer Science will be taught in the ICT suites or in the classroom as normal.
- Computers, keyboards and mice will be cleaned before and after each session.

## **d) Music**

- Whole class music lessons will take place but there will be no singing, chanting, playing wind or brass instruments while indoors in the first half-term.

- There may be an opportunity in the second half-term for pupils to play instruments or sing in small groups. The School will consider how to reduce the risk by implementing one of the following measures: physical distancing, playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.
- Singing and brass playing will not be allowed to take place in larger groups such as choirs and ensembles or School assemblies.
- Peripatetic music lessons will take place online (via Zoom)

## j) Product Design & Art

- Product Design & Art will be taught in specialist classrooms
- All equipment used will be cleaned before and after each session.

## k) Educational visits

- Non-residential domestic visits trips & visits that have already been booked may resume.
- There will be no new bookings for any new trips for 2020-21. This position will be reviewed later in the autumn term.
- The Trips Co-ordinator (Ms Nadeem) is managing the arrangements for any existing non-residential domestic trips that can proceed and dealing with refunds and insurance claims for those that are cancelled.

## h) Fixtures and Clubs

- There will be no competitive sport or events taking place against other Schools until further notice.
- There will also be not after-school clubs programme for any students
- We will continue to keep you updated on any changes that may take place.

## i) Homework Club, LRC & Computer Suite Access

- There will be no access to any of these areas before or after School until further notice.
- The gradual re-introduction of clubs will be reviewed on a fortnightly basis. More information will be made available if any clubs resume.

# 6. Health and Safety guidelines

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## a) Suspected Coronavirus situation at home

- Anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, **MUST NOT** attend school - this means if your child, or someone in your household, has symptoms they should not be sent to school
- Students who show signs of Covid-19 will be sent home from School. A member of staff will phone a parent to arrange immediate pick up of the sick child who will be

kept in our Isolation Room. **It is important that someone is available to pick a student up immediately should they be showing symptoms of Covid-19.**

- Parents/carers MUST engage with NHS Test and Trace so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and you should inform the school of the results.
- Parents/carers MUST follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and if your child has tested positive in at least the last 10 days they should not be sent to school. Siblings within the household should self-isolate for 14 days as per the guidance.
- **There can be no exceptions to these procedures.**

## **b) Suspected Coronavirus at School**

- If a child or staff member becomes unwell with symptoms of Coronavirus while at School and needs direct personal care until they can return home, the supervising adult will wear a face mask with disposable gloves and apron, if a distance of two metres cannot be maintained. The child or staff member will also be required to wear a face mask supplied by the School.
- Any students or staff who have suspected symptoms will be sent home immediately, following Government guidance, and will be asked to get themselves tested, booked by their parents.
- The child will wait in the School's isolation room, which is the current Exclusion Unit (EU), monitored by an adult until parents arrive.
- If they need to go to the toilet while waiting to be collected, they will use a separate toilet. The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- When a child or staff member develops symptoms compatible with Coronavirus, they will be sent home and advised to self-isolate for 10 days from the onset of symptoms. Their fellow household members (including siblings) should self-isolate for 14 days. All staff and students in that class are encouraged to get tested if they display symptoms of Coronavirus.
- **Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.**
- Tests can be booked online using the NHS Testing and Tracing for Coronavirus website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/> or ordered by telephone via NHS 119.

## **c) Informing the School**

**The parents/carers of student(s) should inform Mr Devenney or Mrs Willard (Head's PA) (020 8647 8294) immediately of the outcome of any test, regardless if positive or negative:**

- if someone tests **negative:** when they feel well and no longer have symptoms similar to coronavirus (COVID-19), they 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 stop self-isolating.

- if someone tests **positive**, they should follow the PHE Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms, and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. 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.

#### d) Confirmed case of Coronavirus

- In the instance that we are made aware that someone who has attended has tested positive, we will contact the Health Protection Team (HPT) The HPT will also contact the school directly if it becomes aware through Test & Trace that someone who has tested positive has attended the school. The Headteacher and DFO must be notified.
- The HPT will carry out a rapid risk assessment and guide the school through the actions it needs to take. This may involve sending people who have been in close contact with the infected person home to self-isolate for 14 days. The HPT will provide definitive advice. If a school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it might have an outbreak and must continue to work with the HPT.
- The HPT may recommend that a larger number of students self-isolate at home as a precautionary measure. Whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of the HPT.
- In consultation with the local Director of Public Health, if an outbreak in a school is confirmed, a mobile testing unit may be dispatched to undertake wider testing

#### e) Local Lockdown

- Should the Sutton area see a spike in infection rates resulting in localised community spread, the local authority will decide which measures to implement to help contain the spread.
- The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support the appropriate authorities and individual schools to follow the health advice.