

Fyling Hall School

Return to School Routines



February 2021

The following framework is to identify the reasonable adjustments that can be made to school routines to facilitate the return to school of all pupils in line with the Government's guidance.

In preparing this plan our main priority in any decisions taken is to safeguard the health and welfare of our pupils and staff.

This document has been updated to reflect the most recent Government publications:

- [Schools coronavirus operational guidance](#), published February 2021
- [Test & Trace for Coronavirus](#), updated 21st August 2020
- [COVID-19: guidance for households with possible coronavirus infection](#), updated February 2021
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#), updated December 2020
- [Coronavirus \(COVID-19\): guidance on isolation for residential educational settings](#), updated November 2020
- [Guidance for food businesses on coronavirus \(COVID-19\)](#), updated January 2021
- [COVID-19: cleaning in non-healthcare settings outside the home](#), updated October 2020

Strategy

Our aim remains to make the return to school as normal as possible, while keeping everyone safe. At Fyling Hall we have small class sizes and that is one of the key elements to reducing the risk of transmission for pupils in school. Controlling the contact between classes will allow us to safely reintroduce all pupils to school. Our strategy is based on utilising our advantage of being a small school and adopting the following principles when organising school life.

- Grouping children together whilst minimising the impact on their education.
- Avoiding contact between groups where possible.
- Arranging classrooms with forward facing desks.
- Staff maintaining distance from pupils and other staff as much as possible.

We have developed our action plan based around the key Government recommendations of:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Rapid Asymptomatic Testing

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- Active engagement with NHS Test and Trace
- Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- Recommended use of face coverings (until end of Spring Term) when social distancing cannot be maintained inside

The plan has been developed to manage the risk of returning to school in line with the Government's **systems of control**, which include the following:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Ensure face coverings are worn in recommended circumstances
- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) keep occupied spaces well ventilated

In specific circumstances:

- 8) ensure individuals wear the correct personal protective equipment (PPE) appropriate for the role they are undertaking
- 9) promote and engage in asymptomatic testing, where available

Response to any infection:

- 10) engage with the NHS Test and Trace process
- 11) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) contain any outbreak by following local health protection team advice

The routines and plan will be reviewed regularly and any necessary amendments will be made.

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Routines

All of the following adjustments to school routines have been made based on Government recommendations. The primary focus is the safety and welfare of both the staff and pupils whilst they are in school. The following adjustments to school routines focus on maintaining social distancing, good hygiene routines, increased cleaning and avoiding cross contamination between the various groups of pupils in school.

Attendance:

School attendance will be mandatory from Monday 8th March 2021. This means that from that point, the usual rules on school attendance will apply, including:

- Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- Schools' responsibilities to record attendance and follow up absence

If a parent is unhappy for their child to return or they are shielding then they should inform the Headmaster via email, the reasons their child is not returning to school.

Under no circumstances should a pupil or member of staff attend school if they display any of the [Symptoms identified by the NHS:](#)

The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to the 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

- Most people with coronavirus have at least one of these symptoms.
- If anyone has tested positive in at least the last 10 days they should not attend school until they have completed [their period of self-isolation as laid out in the Government guidance for households with possible or confirmed cases.](#)
- If a pupil/member of staff have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.
- Other members of their household of a person displaying symptoms (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- Any boarding pupils displaying symptoms will complete self-isolation [in line with Government guidance for residential educational settings.](#)

Quarantining before attending school

All boarding pupils returning from abroad will complete the required period of 10-day quarantine at school [in line with Government guidance](#) if they arrived from a country not identified on the 'Red list'.

- These pupils will complete the required 2&8 day testing [as specified in the Government guidance](#)

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- Where appropriate [pupils could opt to utilise the Government 'Test & release scheme'](#)

[Pupils arriving from a country identified on the Government 'Red list'](#) will complete their quarantine period at a designated hotel in line with the Government regulations. This includes those who have made a transition stop in a country on the list.

We have signed up to the [BSA COVID- Safe charter](#) to make sure we keep both our boarding and whole school community as safe as possible moving forward.

Uniform

- Full school uniform will be in operation from Monday 8th March.
- To avoid congestion in the changing rooms pupils can attend school in school games kit (**variations are not allowed**) on the days they have games.
- Any bags with specialist equipment for games must be stored in a bag on the sports shelves downstairs in Mulgrave.
- Musical instruments should be taken to the room where the lesson will take place and stored there, in its case, until the end of the school day.

School Buses:

As we run a dedicated school bus service and do not mix with the general public we are able to run the service as normal. The usual guidance in place for public transport does not apply but in order to make the journey as safe as possible and limit the number of pupils an individual is exposed to; the following precautions will be in place:

- Pupils will sit on the bus in year group order (youngest at the front) and stick to year group or school bubble. Pupils will be allocated a buddy to sit next to (on arriving at school on the first morning) if necessary, to provide consistency of close contact.
- Hand sanitiser must be used when boarding the bus.
- When queuing for the bus, pupils and parents must adhere to social distancing rules.
- Pupils must remain seated with a seat belt on for the entire journey. Turning around in seats places pupils at increased risk of face to face exposure.
- Pupils **must** use face coverings (except for those under the age of 11 or medically exempt), where appropriate, for example, if they are going to come in to contact with pupils outside their bubble.

Failure to adhere to these rules may result in a pupil being unable to use the bus service.

Arrival and Departure from school routine:

Arrival:

- Due to the school buses it is not possible to have staggered start times but each year group will have a drop off point to go to
- Main car park to be used for drop off by all parents including the Junior School.

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- Encourage only one parent to make the journey to school with the pupil.
- The school buses will arrive at 08:30 and tutors/Junior school staff will be present to meet their respective groups.
- All tutor groups and classes in the Junior school will have a designated arrival and collection point where the member of staff will be present from 08:30.
- Parents dropping off by car can drop their child off from 08:25 and, if appropriate, they should remain in the car. If the pupil requires to be accompanied to be handed over to staff then this should be limited to one accompanying adult.
- Please do not drop off prior to this as they need to be greeted by the tutor or form teacher (Junior school).
- In the event of poor weather Senior school pupils will wash their hands and report straight to their allocated tutor room.
- In the event of poor weather Junior school pupils should be dropped off in the Dining room.
- Socialising out of cars is not permitted.
- If a pupil will not be at the arrival time or is running late, school must be informed so we can arrange for someone to be present upon arrival.
- If face coverings are being used, they should be removed and either disposed of in a covered bin next to the sanitising station or stored in a plastic bag if it is to be re-used.
- Hygiene routine to be completed immediately on arrival.

Note:

- Pupils will be briefed on any alterations to routines and rules on the first morning.
- Any new pupils who have joined in January will be briefed on the existing routines in more detail and assigned a buddy to support them.
- Pupils can bring a bag in to school with them containing stationery and books. This must be kept with them at all times during the day and taken home each day at the end of school (senior school only).
- Please bring a water bottle that will be taken home at the end of every day. Pupils will not be allowed to share water bottles or drink direct from the tap. There will be designated areas to fill up water bottles if required.

Departure:

- Pupils will wash/sanitise hands and will not take any resources home other than those they arrived with (or additional resources given out by the teachers), this includes reading books.
- If parents are collecting their child they should only collect pupils from the designated area. Under no circumstances should they enter any of the school buildings other than the designated collection point.
- If pupils need to be collected at times outside of the designated departure time (16:20) this needs to be arranged in advance.
- Until the start of the Summer Term there will be no after school clubs or second buses.

Asymptomatic Testing:

In line with Government guidance all senior school pupils returning to school will be offered three rapid tests, using Lateral Flow Devices (LFD) during the first week.

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- The test remains voluntary but will help manage any outbreaks within school and avoid future disruption to pupils.
- The first test will be completed on Monday morning and the next two will be spread across the week.
- Consent forms will be emailed to parents and those wishing for their child to take part must return the completed form to medical@fylinghall.org

Note:

- Pupils will only be tested if the consent form has been completed.
- The test is self-administered by the pupil with guidance from staff. [Click here to view the testing process](#)
- All staff involved in the testing process have undergone the appropriate training to support the pupils.
- Boarding pupils will continue with the cycle of testing that has been in place since the start of the Spring Term.

Anyone who returns a positive test result will have to be collected immediately and self-isolate in line with [guidance for households with possible coronavirus infection](#).
([see response to a pupil becoming unwell or returning a positive test](#))

After 1st week:

- After the initial round of testing in school we will move to a home testing model.
- Tests will be supplied for those pupils with completed consent forms to conduct two tests per week at home.
- Pupils who are anxious about testing at home will have the opportunity to continue testing in school.

Anyone returning a positive test at home **must not** come in to school and must self-isolate in line with [guidance for households with possible coronavirus infection](#).
They will also need to book a lab-based PCR test to confirm the result.

Face coverings:

The Government recommendation to use face coverings in school for pupils in Year 7 and above (including staff), is initially a short-term measure and will be in place until the end of the Spring term.

Primary school pupils do not need to wear face coverings. It is recommended Primary Staff and adult visitors follow the same advice as the Senior School.

For this initial period in line with Government guidance we strongly recommend face coverings **are used** in the following circumstances:

- In classrooms if social distancing cannot be maintained
- In communal areas or corridors if social distancing cannot be maintained

Face coverings **do not** need to be worn:

- By pupils who are exempt/do not wish to (compulsory on school transport unless medically exempt)
- When taking part in Games/PE lessons
- When social distancing is possible
- When outside

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- When in the dining room
- When in high roofed spaces with good ventilation (Sports Hall)

No pupil will be denied education if they are not wearing a face covering.

Safe wearing, removal and storage of face coverings:

Pupils should bring their own face coverings. School will have a contingency supply that will be issued to pupils if they forget one or theirs becomes damaged.

Pupils using face coverings will be briefed on the need to:

- clean hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

When using a face covering, pupils should adhere to the following:

- do not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a sealable plastic bag they can take home with them
- wash their hands again before heading to their classroom

Social distancing:

General:

- As a small school, a 'bubble' will contain two-year groups to allow the normal running of the timetable.
- The Senior school timetable has been altered to one-hour lessons. This will reduce the number of transitions for each pupil per day and the 5 minute transition time will allow staff to wipe desks and chairs down between lessons.
- Pupils will not be allocated lockers initially.
- Books will be retained by the teacher unless required by the pupil and then they must be carried in their school bag.
- If a pupil wishes to they can wear an appropriate face covering when in the classrooms, moving around school and in communal areas.

In the Classroom:

- Pupils must not enter the classroom without a teacher and only when instructed to do so.
- **Windows should be open at all times (if weather allows) to encourage air flow.**

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- **All pupils and staff will sanitise their hands both when entering and leaving a classroom.**
- Non-essential furniture and resources will be removed from classrooms to maximise the space.
- Classrooms will be organised to seat pupils' side by side and facing forward. Classrooms will not have pupils sitting face to face or side on.
- Pupils will be spaced as far apart as possible and encouraged to avoid physical contact.
- Where possible 6th form classes will adhere to social distancing, particularly between boarding and day pupils.
- Junior school will be taught in their form rooms where the curriculum allows and so will have an allocated area for each pupil.
- Senior school will move rooms to follow the timetable and allow us to deliver a full curriculum at Key Stage 4. Desks and chairs will be wiped down between lessons to avoid any cross contamination.
- Where possible pupils will be buddied up in the classroom to make sure they sit next to the same pupil consistently.
- Small classrooms and classrooms with poor ventilation will be individually assessed and a capacity established.
- Alternative classrooms established that can be utilised for larger classes.
- Resources will not be shared during a lesson. If they are to be used by different groups they must be cleaned carefully between use.
- School bags are to remain with pupils at all times.
- All teachers will have a designated space that pupils must not enter.
- Pupils should not leave their seat unless instructed to do so or without seeking permission first.
- Group work will be limited and only used if it does not increase close contact or risk of cross contamination.
- Teachers will assess all classroom activities in line with government guidance to make sure the risk of cross contamination is controlled as far as possible.
- If a teacher's usual classroom cannot be used for a group they will amend the curriculum and content to make sure it does not adversely affect the pupils.
- Where possible, homework will be set using online platforms or via Teams to limit the number of books moving back and forth to school.

When teaching outside:

- Social distancing should be adhered to wherever possible, particularly with senior school classes.
- All tasks will be curriculum related and carefully planned to allow social distancing.
- If possible, pupils should be given clear guidance on where to work.

Break times:

- Each bubble to have a designated area for break times.
- Junior school will have staggered break times or allocated areas if two bubbles on break at the same time.
- A member of staff will be assigned to each bubble to monitor activities, distancing etc...
- Only activities that allow social distancing will be permitted.
- The Sports Hall will be used in the event of bad weather. If multiple bubbles are inside, the hall will be divided into clear areas for each group.
- Pupils must not congregate inside if the weather is good. If the weather is poor and indoor break is declared pupils may only use the allocated space to make sure there is sufficient space for the number of pupils.
- Pupils should seek permission from the member of staff responsible for their area before going to the toilet so we can monitor numbers.

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Lunch time:

- There will be 3 lunch sittings to reduce the number of pupils in the dining room.
- Reduced number of pupils on each table to 4 to allow them to sit side by side and not face each other.
- Tables to be made up of pupils from their bubble.
- Tables and stools will be cleaned in between sittings.
- Rotating Deli days between year groups to reduce numbers in the dining room. This will be eaten outdoors or in form room

Fire Alarm Sounding:

- The school Fire policy will remain in place but used in conjunction with the following amendments to the routine to allow for social distancing between bubbles to be maintained.
- Assembly points are as normal during the school day.
- Pupils and staff should line up adhering to social distancing rules.
- Buildings should not be re-entered until it is confirmed it is safe to do so.
- If weather is poor an alternative holding point will be allocated when all the pupils and staff have been accounted for. This location will allow social distancing to be maintained.

Safeguarding:

- The DSL or Deputy DSL will always be on site and can be contacted by contacting the Headmaster's Office.
- Safeguarding procedure remains as per the school policy.

Response to a pupil becoming unwell or returning a positive test result:

Pupil becomes unwell during the school day:

- If a pupil reports starting to feel unwell or displays any of the key symptoms identified earlier in this document then the classroom teacher or person supervising the class must contact the Headmaster's office.
- Social distancing should be maintained but if not possible, it is essential PPE is put on before the pupil is approached.
- Pupil will be removed from class as quickly as possible and taken to the medical room by the designated medical member of staff on duty and made comfortable.
- Whilst in the medical room staff should wear PPE and maintain social distancing if possible.
- Parents will be contacted, and collection will be arranged ASAP.
- Teaching staff should evacuate classroom and contact the Headmaster or Deputy Head who will arrange for an alternative classroom to be used.
- Deep clean of medical room and classroom to be arranged with cleaning staff before either is used again.

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- PPE disposed of and replenished.
- Parents of class to be contacted by member of SMT to explain a pupil has gone home unwell, recommend all pupils have a test as they will be eligible.

Response to any suspected cases:

- **It is essential parents disclose to school immediately if their child is not attending due to displaying any of the coronavirus (COVID – 19) symptoms.**
- Any pupil displaying symptoms should get tested as soon as possible.

It is expected staff members and parents understand that they will need to be ready and willing to:

- [Book a test](#) if they, or their child, are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. 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.
- Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- [Self-isolate](#) if 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).

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. [Tests can be booked online through the NHS testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

Staff and parents must inform the school immediately of the result of a test:

- if a test result is negative, if the member of staff or pupil feels well and no longer has 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 a test result is positive, they should follow the [guidance for households with possible coronavirus 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. 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.

In the event of a confirmed case we will contact the local health protection team as soon as possible and take advice on any other pupils who may be required to self-isolate as a result of close contact. The health protection team will provide definitive advice on who has to be sent home. Close contact means:

- Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

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- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

If multiple cases are confirmed the school will work closely with the health protection teams to manage the situation.

By having small consistent bubbles and limiting who pupils come into contact with, it is hoped that the numbers affected by a positive test would be small.

Any pupils forced to self-isolate will have work set via 'Teams' and where possible will be able to access lessons on this platform.

Hygiene Routine:

- On arrival all pupils will be taken to carefully wash hands under staff supervision.
- Hands must be washed, or sanitiser applied every time a pupil enters a classroom/building.
- Hands must be washed, or sanitiser applied prior to lunch being eaten.
- Hands should be carefully washed after pupils have been to the toilet.
- Pupils should avoid touching their mouth, nose and eyes as much as possible.
- Pupils must try to adhere to the 'Catch it, bin it, kill it' rule when coughing or sneezing. Tissues and bins with lids will be provided in all classrooms.
- Drinks bottles under no circumstances should be shared.
- Pupils should not share equipment without seeking permission first and should only use equipment and resources that are their own or have been allocated to them.
- Pupils should not leave their seat without permission.
- There is a maximum of two pupils allowed in any toilet block at a time.

Cleaning Routine:

- Enhanced cleaning of classrooms and key cross contamination areas.
- When cleaning areas of school identified as 'In use', the recommended PPE must always be worn (disposable apron & gloves). Hands must be washed thoroughly when PPE is removed.
- If an area is being deep cleaned after a suspected case has been identified, then further PPE should be worn (face mask and eye protection).
- Areas 'In use' will be thoroughly cleaned each day.
- Areas of high risk of contamination that cannot avoid being shared (Door handles, toilets, keypads, light switches etc...) will be cleaned at regular intervals during the school day.
- Records of cleaning to be established for areas 'In use' and completed by the person carrying out the cleaning.
- Cleaning equipment used in areas designated as 'In use' should not be used in other areas of the school.

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- Bins from areas 'In use' will be emptied once a day; bags will be secured using masking tape.
- Such bags will be disposed of in the designated green bin in the bin storage area (near the kitchen).
- All classrooms will be allocated hand sanitiser, single use blue roll/wipes and anti-bacterial cleaning products. To be monitored by the cleaning staff.

PPE:

- A PPE pack will be located in each classroom that is being used. The pack will be in a sealed bag and should be used if social distancing cannot be maintained.
 - The packs contain: gloves, apron and face mask. Eye protection is available in the staff room or if requested from the office or medical room.
 - If any of the PPE is used then the user should inform either the Headmaster or Miss Anders who will issue another PPE pack.
 - A record of the reason for using the PPE will be taken and retained.
- Disposal of PPE:**
- When finished with, the PPE should be placed in the bag it was issued in and sealed.
 - The bag should be placed in the identified black bag located in the cleaning store cupboard (Next to the Learning Support room).
 - At the end of the day the bag will be removed and sealed using masking tape. The bag will then be placed in the designated green bin in the bin storage area (near the kitchen).
 - Record of disposal to be signed.

Lunch preparation:

- Lunches to be prepared by the Kitchen Team.
- Only staff who have completed food hygiene course will prepare lunches.
- Hands thoroughly washed before preparation starts.
- Gloves will be worn during the preparation
- All normal hygiene routines for working in the kitchen will be strictly adhered to.
- [Kitchen will comply with the guidance for food businesses on coronavirus](#)

Areas of school 'In Use':

Below are the areas that are allocated to each of the groups in school.

They will be clearly labelled with posters.

It is important pupils do not use break time areas or toilet facilities not allocated to them.

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Staff will be outside for the pupils' arrival and departure but if the weather is poor the Senior school should report straight to their assigned tutor room. The Junior school pupils can be dropped off in the Dining Room.

Only boarding pupils, boarding staff and assigned cleaners should enter the boarding houses unless permission is given by a member of the SMT.

Only Junior School pupils, staff teaching the Junior school or assigned cleaners should enter the Junior School without permission from a member of the SMT.

Group	Rooms/Buildings	Toilets	Break times	Drop off/Arrival
Boarding pupils	<ul style="list-style-type: none"> Boarding houses & common rooms 	<ul style="list-style-type: none"> Pupils = boarding house toilets Staff = Accommodation 	<ul style="list-style-type: none"> With year groups 	N/A
Junior School	<ul style="list-style-type: none"> The junior school & playground Each class has own room 	<ul style="list-style-type: none"> Pupils = Downstairs toilets Staff = Ramsdale staff toilet 	<ul style="list-style-type: none"> Jnr Sch playground at varying times Bad weather – Sports Hall or classroom 	<ul style="list-style-type: none"> Stack yard or dining room
Key stage 3	<ul style="list-style-type: none"> Assigned classroom for each lesson, only when teacher is present. 	<ul style="list-style-type: none"> Mulgrave changing room toilets Boarders = boarding house 	<ul style="list-style-type: none"> Yr 7 & 8 Terrace Yr 9 Tennis Court Bad weather – Sports Hall or tutor room 	<ul style="list-style-type: none"> Assigned outside space or tutor room in poor weather
Year 10	<ul style="list-style-type: none"> Assigned classroom for each lesson, only when teacher is present. 	<ul style="list-style-type: none"> Boys = Ramsdale Girls = Day girl cloakroom Boarders = Boarding house 	<ul style="list-style-type: none"> Mud patch Bad weather – Dungeon 	<ul style="list-style-type: none"> Assigned outside space or tutor room in poor weather
Year 11 & 6 th Form	<ul style="list-style-type: none"> Assigned classroom for each lesson, only when teacher is present. 6th form Study periods = 6th form study room & library (1 to a table) Yr 11's = with the teacher of the subject they dropped 	<ul style="list-style-type: none"> Boys = Ramsdale Girls = Day girl cloakroom Boarders = Boarding house 	<ul style="list-style-type: none"> Top terrace & Stack yard Bad weather – Break time = Stack yard and Barn Lunch time = Sports Hall 6th form study room, common room & library 	<ul style="list-style-type: none"> Assigned outside space or tutor room in poor weather.
Junior School Staff	<ul style="list-style-type: none"> Jnr Staff room (Maximum of 2) Snr Staff room (Maximum of 6) 	<ul style="list-style-type: none"> Ramsdale staff toilet 	<ul style="list-style-type: none"> If not on duty the Dining Room or Junior school playground. 	<ul style="list-style-type: none"> N/A
Senior School Staff	<ul style="list-style-type: none"> Snr Staff room (Maximum of 6) 	<ul style="list-style-type: none"> Main house Staff toilet 	<ul style="list-style-type: none"> If not on duty the Dining Room or area outside Learning Support Room. 	<ul style="list-style-type: none"> N/A

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		<ul style="list-style-type: none">• Women only - downstairs in Woodside (quarantining girls upstairs)		
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Welfare:

- Tutor session to be used to discuss how pupils are finding life back in school.
- Increased Learning for Life time to discuss the current issues around the virus.
- Member of staff (Mrs English) available to talk to pupils on a one to one basis (By staff referral).
- Staff able to arrange time to talk one to one with HE.
- If further support required advice on who to contact will be available for pupils, parents and staff.
- Support for pupils and parents to be established if pupil has to return home due to illness.

Pupil behaviour:

As stated earlier, the safety of all of the staff and pupils in school is the primary concern. The behaviour of pupils must not compromise the safety of others.

- Pupils are expected to abide by all of the normal rules of being in school, in line with the school's Behaviour Policy.
- In addition, it is expected that by coming in to school, parents and pupils are agreeing to adhere to the additional rules and routines that have been put in place.
- New routines and rules will be carefully explained to pupils on the first morning. They will be allowed an opportunity to discuss and ask questions.
- Gentle reminders will be used initially to support the pupils in implementing the new routines.
- Continued failure to adhere to the adjusted routines and rules or serious breaches will result in a pupil being asked not to attend school for a specified period.
- As with all risk, an assessment will have to be made about the safety of the school community if a pupil continually fails to adhere to the routines and rules.

Visitors to school:

The following additional arrangements will be in place to try to limit the risk of contamination from any essential visitors outside the school community. These arrangements are in addition to all the usual procedures and policies for visitors to Fyling Hall.

Peripatetic Teachers

Peripatetic teachers will be welcomed in to school to resume face to face teaching in line with the Government guidance. The following steps have been taken to make this COVID secure:

Fyling Hall School

Return to School Routines



- Anyone displaying any symptoms must not attend school. School must be informed immediately and a test should be arranged. The school must be informed when the result is known.
- Before entering Main House, hands should be carefully sanitised and as necessary during your visit.
- Usual routine for signing in and out will be followed.
- Each teacher will be risk assessed prior to their return to decide if the safeguarding checks need to be redone.
- An additional risk assessment for delivery of the lessons will be completed and shared with parents and pupils.

Essential visitors (Including contractors during term time)

Visitors to the school are permitted strictly by appointment only, and only when the visit is essential.

Anyone visiting Fyling Hall with an appointment, please make sure the following is adhered to:

- Anyone displaying any symptoms must not attend school. If they become symptomatic after the visit the school should be informed.
- The contact details will be retained in line with government guidance for 'Track and trace' purposes. The person coordinating the visit must make sure they have a contact phone number in case it is required.
- Before entering Main House, hands should be carefully sanitised and as necessary during your visit.
- They must be accompanied at all times unless they have undergone the relevant safeguarding checks.
- They sign in at the office on arrival and read the instructions in relation to visiting FHS.
- They carry a mask or face covering and wear it as required.
- They maintain a safe distance (at least 1 metre, and ideally two meters) from other people at all times.
- They only access the agreed areas that are essential for their visit.
- Parents should be made aware of the enhanced arrangements to make the visit COVID secure.

Potential Pupils

In order to mitigate the risk from visiting potential parents the following actions will be taken:

- Prior to the visit parents will be directed to the virtual tour that is available via the website. This will allow familiarisation with the schools' facilities.
- Anyone displaying any symptoms should not attend school. This will be queried on arrival of all touring parties.
- All tours must be booked in advance via the school office.
- Tours will avoid morning break and lunch times. If a tour runs in to either of these the tour will find an appropriate location to allow social distancing from the school community and will restart after the break.
- Touring groups will be no bigger than 4 and they must all be from the same 'bubble'.
- On arrival visitors will sanitise hands and remain at the front door rather than entering the office.
- All tours will be conducted by Mr Allen who will maintain a social distance of 2 metres throughout the tour.
- Handshakes will be avoided.
- Mr Allen will sign the tour in and out.
- Tour will focus on outside areas to minimise the risk of cross contamination.
- If specific indoor spaces are required then Mr Allen will make sure the areas are not in use and assess if it is safe to allow access. Masks will be worn by the visitors and the key contact areas will be wiped down after the visit.

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- Visitors details will be retained in line with GDPR policy to allow track and trace should it be required.

External letting of School facilities

At the current time the internal school facilities will not be let to external groups. A risk assessment will be completed and guidance generated if this is something that becomes possible in the future.

External groups that have historically rented the Outdoor facilities will be allowed to continue to do so now the Government have sanctioned the return to sporting activity.

The following additional arrangements must be adhered to:

- A register of those who attend must be retained in line with government guidance for 'Track and trace' purposes.
- The toilet or changing facilities will not be available.
- The group should arrive directly at the sports fields and not stop at school for any reason.
- Hands must be thoroughly cleaned on arrival, departure and regularly during the session.
- All equipment must be provided by the club and should be carefully cleaned after the session is completed.
- Any session must adhere to the governing body guidance for each individual sport.
- The school does not accept any responsibility for the running or content of the session.