

A Guide to Starting the School Year

PARENT AND PUPIL HANDBOOK

2020-21

ST. CHRISTOPHER SCHOOL
LETCHWORTH GARDEN CITY



INTRODUCTION

Welcome to the start of the new academic year 2020, and a warm welcome back to on-site learning at St Chris. We are delighted to be welcoming all of our pupils back to school this September.

School will look different when the new academic year arrives, and this booklet intends to act as a guide to help families understand the changes that have taken place, and to enable them to navigate the start of term, and beyond, successfully.

I would also like to acknowledge the incredible effort that our community put into remote learning from March onwards this year. It was a real learning curve for pupils, families and staff alike! Some areas were a success, some proved more challenging, but together you addressed the enormous challenge that came from the changes to learning.

Since then we have been working hard over the summer to ensure that we meet the next challenge of physical schooling in full accordance with the *Guidance for Full Opening: Schools* issued by the Department for Education in July. This booklet contains information about changes to our site, the school day, operating plans and areas such as lunch time, school transport, co-curricular activities and boarding.

The guiding principle is that we will be operating in year group 'bubbles' in order to minimise contact between pupil groups, and will combine that with social distancing. The details of how this will impact on different areas of the school day can be found in the different sections contained within this booklet.

We're aware that you may still have some additional questions and, as each family's personal circumstances differ, we may not have yet answered yours. If you do will still have any questions after reading this booklet please email hello@stchris.co.uk and we will get back to you within two working days.

We're also aware that change is never easy, and that there may be some changes that we are making that you have questions about. We would like to encourage the same open dialogue between parents and staff at St Chris that has always existed, but ask that you adhere to the guidelines and changes outlined in this booklet as far as possible, and to support your children in adopting them.

Frankly, this is not the way we would *want* to return to school, however it is key that we all work in a collegiate way to ensure that the St Chris community, and those within our wider community, remain safe and that we minimise the risks from COVID-19 as best we can.

Further information and support can be accessed on our return to school web page here:
<https://www.stchris.co.uk/covid19/>

I look forward to meeting you – in person when we can – as the year progresses.

Emma-Kate Henry

Head

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RESPONSE TEAM

The response team to preparing the site for re-opening has been led by the following senior members of staff with responsibility as follows:

Emma-Kate Henry & Rich Jones	Head & Deputy Head	Plan Co-Ordinators
William Hawkes	Bursar	Estate Preparation Food Service Transport
Katie Wright & Zareena Subhani	Head of Junior School & Deputy Head of Junior School	Junior School Logistics & Co-ordination
Rich Jones & Gavin Fraser-Williams	Deputy Head & Director of Pastoral Care	Senior School Logistics & Co-ordination
Byron Lewis	Director of Activities	Co-Curricular Preparation – Trips, Activities
Emma-Kate Henry & Andy Selkirk	Head & Second Deputy (Academic)	Academic Preparedness
Rhiannon Butlin	Marketing & Communications Manager	Communications

KEY PRINCIPLES

These guiding principles are the foundation for re-opening our site, and will be adhered to by all members of the St Chris staff, in order for us to remain open and to continue operating in the current climate.

While these are principles that the school and its staff must follow, they are wholly dependent on the co-operation and adherence to the guidelines by all pupils and parents.

Please read them, and ensure that **you and your children** have understood your responsibilities within them, before returning to school at the start of term.

- **We must** follow Public Health England (PHE) 'systems of control to minimise the risks of coronavirus transmission' i.e. social distancing, respiratory hygiene, hand washing/cleaning, avoid touching face and enhanced cleaning.
- **We must** ensure that pupils, staff and other adults do not come into the school if they have coronavirus symptoms and they should be sent home if these symptoms develop at school. We must also respond to any unwell person appropriately and engage with measures to respond to any infection.
- All members of the St Chris community **must adhere to** quarantine restrictions when travelling to the UK from abroad, and have completed their period of quarantine before returning to school.
- **We must** engage with NHS track and trace. This means the school is required to ensure staff or children book a test if they are displaying symptoms. They must also be prepared

to provide details of anyone they have been in close contact* with if they test positive and self-isolate if there has been close contact with anyone with coronavirus (COVID-19). Please note the school will be advised by a health protection team who will carry out a risk assessment and guide us on the actions required.

- The ‘catch it, bin it, kill it’ approach continues to be of vital importance so **we must** have enough hand sanitiser etc and enhanced cleaning of frequently touched surfaces as well as cleaning and wiping down equipment. Please help us to ensure supplies are plentiful by reporting when stocks are low.
- **We must** minimise contact and mixing between people to reduce transmission. For pupils this is the use of “bubbles” and these are explained in the document, whilst also offering a broad and balanced curriculum.
- **We must** have regard to the statutory safeguarding guidance and our own risk assessment.
- **We must** be ready to revert to online learning for a particular group of pupils (i.e. a bubble) and also ready to respond if there is a national or local lockdown
- **We must not** share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

* Close contact means: face to face contact with an infected individual for any length of time within 1 metre (e.g. being coughed on, skin-to-skin contact, proximity contacts – extended close contact for more than 15 mins or travelling in a small vehicle like a car with an infected person.

ATTENDANCE EXPECTATIONS

School attendance is mandatory from the beginning of the Autumn Term. This means that parents must send their child to school although, of course, we will work with families who are anxious about the return to school.

St Chris maintains an attendance register, which is a legal document and will be completed at the start of each morning and each afternoon. For welfare, health and safety, pastoral and educational reasons, all pupils, including boarders and Sixth Form, are registered at both intervals.

SOCIAL DISTANCING MEASURES & ‘BUBBLES’

Maintaining a distance between people while inside and reducing the amount of time that they are in face to face contact lowers the risk of transmission of coronavirus.

To ensure that we minimise contact between pupil groups, teaching and the school day will operate in “bubbles” – please see **Bubbles** below for clarification of what this means.

Staff will teach from the front of the class and will keep a 2 metre distance from colleagues and pupils where possible. We know that this is not always possible (and in the Junior School much less so) but staff will avoid close face to face contact and minimise time spent within 1 metre of anyone. When staff or children cannot maintain social distancing, keeping children in bubbles

will be key. Please see the **Academic Provision and The School Day** section later in this booklet for further details.

Passing in the corridor or playground is low risk but we will avoid creating busy entrances and exits by introducing dedicated areas for each year group to enter and leave, and, in the Senior School, by staggering entry and exit times. Please see **Arrival & Departure Times & Entry Points** section later in this booklet.

We have set up one-way systems throughout the school site which are clearly marked and would ask all pupils to follow them.

BUBBLES

A 'bubble' is defined as a group of people with whom you will have closer physical contact. The school needs to reduce the number of contacts between children and staff where reasonably possible. This can be best achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.

Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

As St Chris has relatively small numbers we have been able to assign **class group** bubbles from the Monte to F Group (Nursery to Year 4) in the Junior School, and **year group** bubbles for E & D Group (Years 5 & 6) in the Junior School, and in the Senior School.

FACE COVERINGS

Please note that **there is no requirement for pupils within school to wear face coverings** but if your child wishes to wear face covering or mask they are, of course, entitled to do so.

The only exceptions to this are **pupils aged over 11 who are travelling on public transport or on the school bus** and who will be required to wear a face covering in order to do so.

There will be exceptions when PPE will be worn by members of staff, for example when caring for a child who is unwell with suspected COVID-19 symptoms.

HAND WASHING

Regular hand cleaning / sanitising is essential, and arrangements will be in place for this to be done:

- At arrival before entering the site
- When entering every classroom
- When leaving every classroom
- When entering for lunch
- After visiting the toilet
- At departure when leaving the site

BEHAVIOUR POLICY

St Chris has amended its Behaviour Policy to meet the new guidance requirements and to allow us to operate physical schooling. The main requirements for pupils are to:

- Follow the social distancing bubble and hygiene requirements set out by the School
- Within the bubble, pupils can be closer, BUT there must be no deliberate physical contact

Any inappropriate behaviour (within / outside of the pupil's bubble) will be challenged immediately and directly with the pupil. Where pupils deliberately break the guidance, they may be sent home for a period of time and parents informed before agreeing how to manage a safe return.

CLEANING

As you would expect we have planned for increased cleaning, more regular deep cleaning to areas and have altered the housekeeping regime to ensure we have appropriate and thorough procedures and quality control.

The support staff at St Chris have been preparing for the re-opening during August and have, as always, prepared the School with pride, with the driving factor being the safety of pupils and adults within the school

TRANSPORT

SCHOOL BUS SERVICES

We have a dedicated school bus service that is only used to carry our pupils to school. The school bus service at the beginning and end of the day will continue, with the operators following the advice issued by the Department for Education and their own regulatory bodies. Each bus route group will be treated as a bubble, in line with Department for Education guidance.

Pupils will be required to wear face covering, as they would on public transport. The electronic passenger logs will provide information for any track and trace procedure that the School may be asked to follow.

As around the School itself, expectations of pupil behaviour and compliance with the rules in place on the bus routes is high and will be enforced sensitively but comprehensively. Pupils should follow these guidelines:

- Use the hand sanitiser upon boarding and disembarking
- Pupils over the age of 11, should wear a face covering as they do on public transport

- Please try to sit near your year group where possible

There will also be additional cleaning of vehicles.

School buses will arrive at the at the beginning of the day at their usual times and pupils should go directly to their Company Room on arrival.

At the end of the day, pupils should leave the School as part of their staggered departure pattern (see Arrival & Departure Times) and board their school bus **straight away**. The buses will leave once all pupils have joined the group.

If you require more information please refer to the School's guidance sent to parents who use this service or speak to the Assistant Bursar Lucy Coddington. lucy.coddington@stchris.co.uk

PUBLIC TRANSPORT

Where pupils come by public transport the Government rules and guidelines will apply. We recognise that public transport capacity may be affected in the Autumn Term.

CAR PARKING

Please can we encourage pupils and families who live locally to walk or cycle to school where possible.

For those who need to drive, please see the relevant arrival and departure time information in the next section which contains information about where to park.

ARRIVAL/DEPARTURE TIMES & ENTRY POINTS

*For both the Junior School and Senior School meeting points we have used 'What 3 Words' to help give the precise location for entry and departure points from school below. You can use the free website <https://what3words.com/> or download the free app on IOS or Android in order find the exact meeting point. The What 3 Words description will appear **in red** next to descriptions of areas.*

JUNIOR SCHOOL

Arrival Times & Entry Points

We will not be operating Morning Care, instead the classroom doors will open be open from 8.00am.

Every pupil and staff member must clean/sanitise their hands at the entry point where there will be a station set up.

On arrival children should go straight to their classroom, not their cloakrooms. Teachers and TA's will help them put their things away later.

We ask that all children **arrive between 8:00 and 8:20am**.

There will be members of staff on hand on the first day to help guide families to the right entrance area and at each entrance there will be a staff member to support the children on their arrival.

Parents of Monte and K Group (Nursery and Reception) children will be allowed to take their children into school. Please can parents of Monte and K Group children **wear a face mask/covering** when entering the School.

All other parents will not be allowed to enter the building. We will be asking parents to follow a one-way system which will help us to get children in and out of school quickly and safely.

Children in Monte, K, J & H Group (Nursery, Reception, Years 1 & 2) should arrive via the back playground. The playground will be open for parents of these year groups to park on.

([locker.formed.money](#))

- Monte (Nursery) – Enter through side gate to nursery garden ([skirt.cake.evenly](#))
- K Group (Reception) – Enter through K Group Playground Area ([sugar.surely.grit](#))
- J Group (Year 1) – Enter through main back door to Junior School ([glare.venue.aims](#))
- H Group (Year 2) – Enter through back door of classroom

Children in G, F, E & D Groups (Years 3 – 6) should arrive at the top gate of the Junior School (Main Entrance) - ([super.influencing.cope](#))

- G Group (Year 3) – Enter through the new Nursery entrance ([custom.costs.moth](#))
- F Group (Year 4) – Enter through the back door of their classroom
- E Group (Year 5) – Enter through the back door of their classroom
- D Group (Year 6) – Enter through the front door of the Junior School

End of the School Day

Children will leave from the door that they arrived at, at 3:20pm unless they are taking part in an after school club or after school care – please see below.

Parents of children in Monte, K, J & H Group (Nursery, Reception, Years 1 & 2) – please can parents park on the Junior School playground and children will be brought out to parents.

([locker.formed.money](#))

Parents of children in G, F, E & D Groups (Years 3 – 6) – please can parents line up down the Junior School path in front of the main entrance, where the children will be brought out to you. We ask that you enter the Junior School via the main gate (next to the Theatre/roundabout:

([super.influencing.cope](#)) and leave the Junior School via the swimming pool gate.

([hint.soaks.tamed](#))

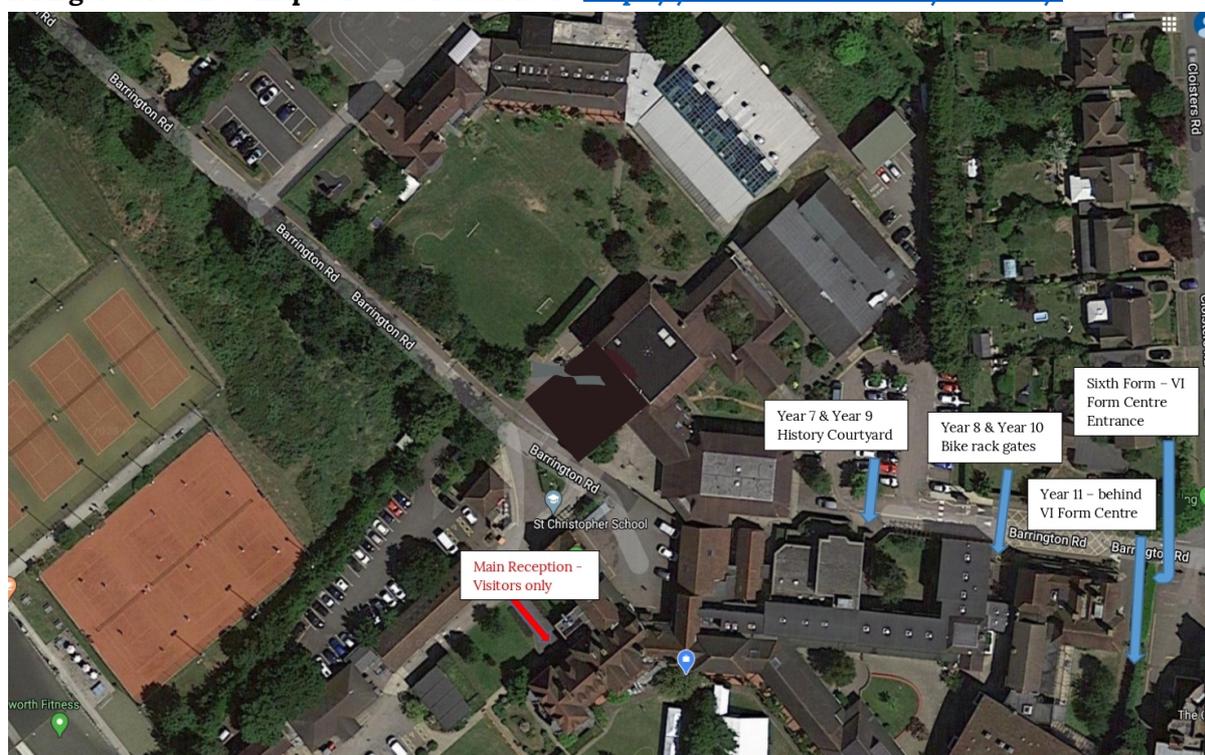
SENIOR SCHOOL

Arrival Times & Entry Points

Year Groups	I & III Group (Years 7 & 9)	II & IV Group (Year 8 & 10)	V Group (Year 11)	Sixth Form
Entry Point	Back gate (Normal Swimming Pool car park green gate, into History Courtyard)	Bike rack gate (by History)	Big steel gates by Sixth Form (Emergency Access Road)	Sixth Form side door
What 3 Words Description	pays.taped.stick	switch.aims.belt	jolly.sticks.moth	shelf.humid.panel
Members of Staff	Rich & Maria	Byron & Gavin	Andy & Jenny S	Penny

- School gates will open at **8:15am, and lock at 8:35am.**
- The gates will be temporarily wedged open.
- Every pupil and staff member must clean/sanitise their hands at the entry point where there will be a station set up.
- Pupils should then **go straight** to their Company Room bubbles (see below)

A larger version of map below is available at: <https://www.stchris.co.uk/covid19/>



Senior School Company Rooms

Please find below information for each Company on where they will be based in the School for Registration (their Company Room), break times, and the time they will have lunch (see section in this booklet about lunch for further information)

Company rooms have been organised by proximity, into year group bubbles. Company rooms will be available to the children in that Bubble as a social space – but not to other year groups.

On the first day of term (Thursday 3 September) pupils should go straight to their Company room.

Please note, for new pupils we will go through all the information below in detail on their Induction Day on Wednesday 2 September.

For all current pupils, your Adviser will explain all this information to you on the first day of term.

I Group (Year 7)

Head of I Group: Maria Walker

<i>Advisers</i>	<i>New Company Room</i>	<i>Bubble: Social Space Break / lunch</i>	<i>Bubble: Lunch slot & queue direction</i>	<i>Bubble: Use of Sports Field</i>	<i>Morning Talks</i>
Angeles Ojeda	Maths 1	Maths Classrooms, Social Library, Governors Lawn	12:30 – 12:50pm Left	Strip 1	Monday, Tuesday, Friday
Ben Wall	Maths 2				
Mark Chappell	Maths 3				

II Group (Year 8)

Head of II Group: James Stirratt

<i>Advisers</i>	<i>New Company Room</i>	<i>Bubble: Social Space Break / lunch</i>	<i>Bubble: Lunch slot & queue direction</i>	<i>Bubble: Use of Sports Field</i>	<i>Morning Talks</i>
Andrew Lambie	Chemistry 1	Coffee Shop, History Lawn, Vege Centre	12:40 – 1:00pm Right	Strip 2	Monday, Tuesday, Friday
Simon Cockle	Chemistry 2				
Colin Knight	Physics 1				
Joe Sapsford + Charlotte Leeke	Physics 2				

III Group (Year 9)**Head of III Group: Jon Wright**

<i>Advisers</i>	<i>New Company Room</i>	<i>Bubble: Social Space Break / lunch</i>	<i>Bubble: Lunch slot & queue direction</i>	<i>Bubble: Use of Sports Field</i>	<i>Morning Talks</i>
Jeremy Wallis	English 1	English Rooms, English Foyer, Three Cornered Lawn.	12:50 – 1:10pm Left	Strip 3	Monday, Tuesday, Friday
Emma Bennett-Jones	English 2				
Rebecca Sweeney	English 3				
Anne Peacock	English 4				

IV Group (Year 10)**Head of IV Group: Cordy Lewis**

<i>Advisers</i>	<i>New Company Room</i>	<i>Bubble: Social Space Break / lunch</i>	<i>Bubble: Lunch slot & queue direction</i>	<i>Bubble: Use of Sports Field</i>	<i>Morning Talks</i>
Emma Semple	Art 1	Room 23, Geography 1,2, Skate Park	1:00 – 1:20pm Right	Strip 4	Monday, Wednesday, Friday
Becky Wilson (former Andy O)	Art 2 + Comp				
Kate Nicholls (former Alaine)	Geog 1				
Jenny White	Geog 2				

V Group (Year 11)**Head of V Group: Helen Hunt**

<i>Advisers</i>	<i>New Company Room</i>	<i>Bubble: Social Space Break / lunch</i>	<i>Bubble: Lunch slot & queue direction</i>	<i>Bubble: Use of Sports Field</i>	<i>Morning Talks</i>
Sarah Davies	Languages 1	Languages Rooms, AstroTurf, Library as a Yr11 only Study Space	1:10 – 1:30pm Left	Strip 5	Monday, Wednesday, Friday
Adam Eldin (former Seb)	Languages 2				
Mike Collins	Languages 3				
Cyrille Simon	Languages 4				

Sixth Form

Head of Sixth Form: Penny Main

Deputy Head Sixth Form: Jenny Savage

<i>Advisers</i>	<i>New Company Room</i>	<i>Bubble: Social Space Break / lunch</i>	<i>Bubble: Lunch slot & queue direction</i>	<i>Bubble: Use of Sports Field</i>	<i>Morning Talks</i>
Helen Ogilvie	S2	Vith Form Centre & Garden	1:20 – 1:40pm Right	Unused strips due to lunch arrangements	Monday, Thursday
Dave Ilott	LB2				
Emma Roskilly	LCR				
Lizzy Anstice Brown	UCR				
Mario May	LB1				
Susanne Okulitch	LB3				

End of the School Day

Pupils should leave the school site through the same gate or door that they arrived. In order to mitigate the risk of all pupils aiming to leave at the same time we will operate a staggered departure time as follows:

I Group (Year 7)	3.45pm
II Group (Year 8)	3.45pm
III Group (Year 9)	3.50pm
IV Group (Year 10)	3.55pm
V Group (Year 11)	3.55pm
Sixth Form	3.55pm

Pupils should clean/sanitise their hands on the way out at the exit point.

Staff teaching students in I – III Group (Year 7 – 9) will accompany their class to the appropriate exit to ensure their safe departure. Those travelling by school bus should go directly to their bus and wait on it until others arrive.

ACADEMIC PROVISION & THE SCHOOL DAY

We are currently planning for full curriculum coverage for all pupils from September 2020 onwards. There will need to be adaptations to the way some subjects are taught but all members of staff are committed to delivering an exciting, broad and balanced curriculum as the pupils return to school after home learning.

JUNIOR SCHOOL

Children will remain in their class “bubble” for the whole day and will not mix with other children or classes. In E & D Group (Years 5 & 6) the bubbles will be year groups not classes.

Classroom Set Up

Junior School teaching will be based in each class’s classroom.

The classrooms have been set up with all the children seated facing the front and the teaching mainly done from the front of the classroom. Teachers will ensure that there is adequate ventilation in the classroom, and will endeavour to maintain a 2 metre distance from the children although with young children we know this might not be possible. Following the guidance there will be minimal marking of work in books although lots of verbal feedback during lessons.

We understand that children find it a challenge to maintain social distancing so the staff are taking the lead where possible to support this. However, if a child requires closer attention at any time, then of course the staff will help them as needed. Supporting the children’s mental and emotional health is our first priority at all times.

Resources

Junior School children should not bring in their own resources such as pencils, rulers etc. We will be providing each child with a set of individual resources to keep sharing to a minimum. Please do not send your child in with their own pencil case, we will provide all they need.

School Bags / PE Bags / Lunch Boxes

Children should not bring their book bags into school. We will not be sending things home during the first half of term at least, so the children will not need a bag.

PE bags will need to be sent in on a Monday and will go home on a Friday.

Children who have packed lunch can bring their packed lunch box and everyone can bring their water bottle. Please ensure that they are clearly named. No other items should be brought to school.

Reading Books

We will not be able to send home reading books. We will be advising parents on how to support their child with reading at home, through online apps and other activities and we will continually

review the situation to see how we can best support reading at home. Additional time for reading in school will be provided.

Playtimes

At playtimes each bubble will have an area of the school grounds to play in. We will rotate the areas so the children get to play in different spaces daily. The playground equipment will remain out of use. Each bubble will have their own box with playground equipment in it. Children will not be able to bring in scooters or their own toys to play with.

SENIOR SCHOOL

Pupils will remain in their year group “bubble” for the whole academic day and will not mix with other pupils or classes.

Each year group will have a dedicated section of the school to be based in for Registration and break times. This will include a dedicated outdoor and indoor space for break time.

Pupils will be informed and shown by their Company Adviser on the first day of term the precise areas that they will have their break times in, but as an example the school field will be divided up into seven areas for the seven different bubbles.

Teaching will take place in different classrooms across the School. Movement between lessons will mean potential for bubbles to mix however passing in a corridor is determined in the Guidance to be low risk. We also have a number of routes for pupils to take that involve outdoor space and social distancing will be implemented where year groups *may* overlap.

Where there are different year groups timetabled in the same areas, (e.g. in the Science department) pupils will be encouraged to enter their classroom as soon as they arrive.

Pupils should not congregate outside of classrooms.

Class teachers will consider particular entrances and exits for their classes to avoid mixing of bubbles, and pupils will be dismissed in rows at the end of their lesson.

Classroom Set Up

Classrooms will all be set up with pupils in lines, facing forward and will allow the teacher to be at 2 metre distance.

Staff will open windows and prop open doors to ventilate the classroom.

Staff will keep a seating plan for each class that will be kept for the whole term to allow us to track and trace any pupils if there is a suspected case.

Pupils must sanitise their hands when arriving in class and, again, when leaving.

Equipment should be wiped down by pupils before leaving their workstation – this will be supervised by the teacher at the end of the lesson. Discarded wipes etc should be carefully binned in the pedal bin provided in each classroom.

Resources / School Bags / PE Bags / Lunch Boxes

Senior School pupils should bring in their own regularly used equipment such as stationery and a water bottle in a small bag or rucksack. They can also bring their PE /swimming kit in a bag for the day.

Other resources, such as text books, will be provided by the School. Items such as this will be personally assigned and not used between year groups. Other resources may be used within bubbles but cleaned or wiped down between bubbles. Departments with heavy use of resources have developed their own risk assessments and guidelines but art, sports and science equipment will be cleaned meticulously and frequently or rotated and left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Teachers will avoid handing out resources on paper, and will continue the use of setting and marking homework digitally to prevent contamination through handing in exercise books and so on. Show my Homework will be used consistently to aid this.

TOILETS

It is not possible to assign individual toilets to individual year group bubbles – there are not enough and they are not suitably spaced around the school site.

Instead, alternative controls have been put in place to reduce the risk of cross-contamination.

Primarily, all pupils using the toilets should clean their hands thoroughly after using the toilets. If they do so, they should not be bringing any contamination with them back to their bubble. Secondly, teaching staff will manage the number of pupils in the toilets, as in any other enclosed space, to ensure that pupils stay distanced inside the toilets and that they limit the numbers in a particular facility to a suitable level.

We have also increased the frequency of the cleaning of toilets and washrooms around the School, to reduce contamination within these spaces.

WRAPAROUND CARE

JUNIOR SCHOOL

Unfortunately, we are not able to offer Breakfast Club during the Autumn Term. The earliest pupils can be dropped off at school is at 8.00am.

After School Care will be operating in a different way in the Autumn Term, and children who attend it will be in a designated After School Care bubble.

Children will need to attend After School Care five days a week, on Monday to Thursday until 6.30pm, and on Friday until 5:30pm. There will be a simple snack available, but we will not be able to offer supper.

Please contact Katie Wright if you would like for your child to attend After School Care:
katie.wright@stchris.co.uk

SENIOR SCHOOL

Unfortunately, we are not able to offer Day Boarding in the Autumn Term i.e. no breakfast or dinner will be available to day pupils.

Pupils will not be able to make use of the library after school and will need to leave the campus at the end of the school day, or at the end of their after school club or activity.

FOOD SERVICE

LUNCH - ALL PUPILS

All pupils will continue to have lunch in the IG (Dining Hall) in the Senior School. They will continue to eat with their bubble classes/year groups, and will be supervised on a rota by pastoral/teaching staff from that bubble.

Pupils bringing in packed lunches will eat with their bubble in the IG. Between bubbles, the catering team will wipe down all surfaces before the next bubble arrives.

Unfortunately, menu options will have to be limited so we can cater for the new arrangements for lunch.

Pupils with food allergies will need to register these with their class teacher (Junior School) or the Pastoral Assistant Maggie (Senior School) and an alternative meal will be provided. Staff supervising the bubbles will eat in the same dining zone as their pupils, but at 2 metre distanced tables.

Lunch times will be confirmed with classes and year groups at the start of term, and these must be strictly adhered to, with pupils only allowed in the IG for their allocated time slot. Sixth Form students may **not** enter early.

SNACKS AND DRINKS

We are not able to provide additional snacks for pupils in either the Junior or Senior School, so please ensure that your child has water and their own vegetarian snack for break if they wish.

All pupils should bring a named water bottle to school. Please be aware that the water fountains will not be available to use.

In the Senior School the student-run Coffee Shop will not be operating.

EVENTS

EVENTS FOR PUPILS

Our communal events, for example Morning Talk, are a vital part of school life at St Chris in both the Junior and Senior Schools.

In the Senior School we will hold Morning Talks remotely on Teams, and with different bubbles in the Theatre for separate year groups, in order to continue this part of school life as best we can.

Senior School Morning Talk Rota

Whole School Morning Talks

- Monday and Friday. Broadcast on TEAMS live from Theatre. Audience: single year group bubble attend in Theatre on a rota.

Year Group Morning Talks

- Tuesday: I, II, III Group delivered via Teams. Company presenting Morning Talk do so live in the Theatre, to their year group as a live audience bubble
- Wednesday: IV and V Group delivered via Teams. Company presenting Morning Talk do so live in the Theatre, to their year group as a live audience bubble
- Thursday: Sixth Form delivered live in the Theatre

EVENTS FOR THE WIDER COMMUNITY

Unfortunately, we will not be able to run any physical events for parents or the wider St Chris community during the Autumn Term.

This includes concerts, the Cheese & Wine evening, the annual School production, Parents' Consultations or the main School Open Day.

We will endeavour to find as many virtual opportunities as possible to replace these events as the term progresses.

CO-CURRICULAR ACTIVITIES

The co-curricular programme in both the Junior and Senior Schools is fundamental to life at St Chris, and our aim is to offer as many co-curricular opportunities as we can within the restrictions and guidelines.

As before, all activities will have a risk assessment in place before they take place, and these will be updated to include consideration and control measures relating to coronavirus (COVID-19).

JUNIOR SCHOOL CO-CURRICULAR ACTIVITIES

The Junior School will offer a reduced number of clubs during the Autumn Term, which will run in year group bubbles. Each class will be offered five clubs a week, one each day, which will run from the end of the school day until 4:30pm. These will be run by their Class Teacher or Teaching Assistant. The list of clubs will be sent out during the first week back and clubs will start on Monday 14 September.

PE and swimming will be part of the school timetable. Please see general information below, and we will send out class specific information in the class welcome letter at the beginning of term.

SENIOR SCHOOL CO-CURRICULAR ACTIVITIES

Senior School lunchtime and afterschool clubs and activities will take place in the Autumn Term and will be operated in year group bubbles in the main. Where this is not possible (e.g. Senior School Orchestra), small non-bubble groups (of no more than 15 pupils) will operate in spaces where social distancing of 2m can be implemented, but these will be the exception rather than the rule.

Some facilities, such as the skate park, will not be available during the working day.

SENIOR SCHOOL OPTIONS

The Options Programme will continue to run on Thursday afternoons but will operate in year group bubbles for all activities.

The only exception will be **V Group (Year 11)** who will be allocated GCSE catch up sessions with their normal teachers for Block 1 Maths, Block 2 English, Block 3 Science & Mock Exams.

Dates:

Block 1 Option Forms sent out on Thursday 3 September to be completed by Monday 7 September. Students will be informed of their option on Wednesday 9 September.

Block 1 Thursday 10 September- Thursday 1 October (4 weeks)

Block 2 Thursday 8 October – Thursday 5 November (4 weeks)

Block 3 Thursday 12 November – Thursday 10 December (5 weeks)

YEAR 7, 8, 9, 10 AND LOWER SIXTH (I,II,III,IV GROUP AND LVI) OPTIONS

Each year group will be offered a small group (5 or 6) of Options per block. There will be at least one focussed on sporting, performing arts, creative and one relaxing/mindful opportunity in each Option block.

SPORT AT ST CHRIS

PE and sport will continue at St Chris during the Autumn Term. All sport will operate within class/year group bubbles and we will currently not be able to offer inter-school fixtures.

Changing facilities will be available for students both before and after classes, but to reduce the time spent in the changing areas, on the day that they have PE, students should ideally come to School wearing their PE kit, with something to change into after they have finished.

Students **will not** be allowed to borrow PE kit/boots/trainers so they need to ensure that they have their own. In cases where students don't have a piece of School PE kit then something else from home is fine as a temporary situation, as long as it is:

- a) Something different to what they are wearing to school for that day
- b) Safe to wear for the chosen activity (use the actual PE kit as a guide!)
- c) Hoodies **cannot** be worn for PE as the hoods are unsafe when taking part in activities
- d) Preferably navy bottom half/outer layers and white polo top/t-shirt to match with the School PE kit.

Further information about PE will be communicated to parents by Director of Sport, Jenny White at the beginning of term.

Swimming

Timetabled swimming lessons during the school day will take place this term, with teaching taking place from the poolside (and not in the water).

Lessons will start from week commencing **7 September**, and a further communication about swimming will be sent to parents at the start of term, as the routine will differ for each group, depending on the timing of lessons etc.

However to summarise the guidance, children will need to arrive at the pool 'beach ready', and will get changed in the changing rooms after their swimming lesson, with enhanced cleaning between groups.

Equipment will be numbered for each group and cleaned between groups. We will not be able to lend swimming hats, goggles, towels or any other swimming kit so pupils are reminded to please bring their own.

Community Swims (for parents and pupils of St Chris) **will not take place** during the Autumn Term.

EDUCATIONAL VISITS

Off-site educational visits will be permitted from September as long as they meet the criteria of supporting the academic or wider education of the students. Off-site visits will be risk assessed as normal and will include any risks and control measures relevant to coronavirus (COVID-19).

No residential based off-site visits, new or previously planned, will operate during the Autumn Term until at least or over the Christmas holiday period.

WEEKEND ACTIVITIES

The Boarding community will be provided with a range of activities/off-site visits and Boarding staff and trip leaders will take into account any appropriate coronavirus risk measures relating to transport or the activity.

Weekend activities, in the form of off-site visits may be offered to the wider school community BUT only to single year group bubbles. These will be fully risk assessed and follow the normal off-site procedures of proposal and approval.

No weekend activity can be residential until the Government allows schools to offer them.

BOARDING

St Chris has adopted the Boarding Schools Association COVID-19 Safe Charter and the reopening of the boarding houses from September has been directly in line with this rigorous guidance.

Arundale boarding house (in the main school building) will accommodate all of our current boarders for the foreseeable future. The boarding team have worked hard to ensure that the house is ready to take boarders in, whilst adhering to the strict parameters of the BSA Charter. The House will become its own bubble during the school term.

Arunside boarding house has become our quarantine house where boarders who need to quarantine for 14 days upon arrival can safely do so and remain supervised. Those having to quarantine will have a COVID test upon arrival.

In addition:

- There are to be no visitors inside the boarding houses and parents and guardians will need to remain in their cars when picking up and dropping off their children.
- There will be no changing of rooms during the term.
- Any flexi-boarding will have to be termly in nature.
- Breakfast and evening meals will be open **only** to the boarders and boarding staff and this will be strictly adhered to.
- Boarders should **not** go back into their boarding houses during the school day.

All boarders will be temperature checked on a daily basis. If a child in the boarding house shows symptoms, they will initially self-isolate in the boarding house – i.e. their residential setting household. Whilst many will benefit from isolating in their boarding house, other local boarders may prefer to self-isolate in their family home.

VISITORS

We have changed our visitor policy to reduce the risk to pupils and staff.

We will manage visitors to the school such as prospective parents and contractors who will be asked to wear PPE and maintain a 2m social distance. We have also reduced the number of appointments for prospective parents each week, and they will always be accompanied by a staff member of the admissions team. There will be no pupil-led tours.

Parents of current pupils will not be allowed in to school unless they have a pre-booked appointment and these should be kept to a minimum. Online meetings or 'phone calls are the preferred option for meeting during the Autumn Term.

FIRST AID & WHAT HAPPENS IF A CHILD HAS CORONAVIRUS (COVID-19) SYMPTOMS

If you or your child has coronavirus (COVID-19) symptoms or have tested positive in the last 7 days for COVID-19 **do not come into school.**

If a child develops any coronavirus symptoms during the school day, they will be taken to the School Nurse where they will be looked after in isolation until a parent can come and collect them.

These actions are essential to reduce the risk in schools and further drive down the transmission of COVID-19.

If anyone becomes unwell with a new continuous cough or a high temperature, or has a loss of, or change in their normal sense of smell, they must be sent home and self-isolate for 10 days and arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If the test is positive, they should **inform St Chris immediately** and must isolate for 7 days from the onset of their symptoms.

Further information can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>.

St Chris will not seek evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

If a child is waiting collection, they will be moved to the sick bay and isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. If it is not possible to isolate them (as the room is in use, for example) the child will be moved to an area which is at least 2 metres away from other people.

If they need to go to the bathroom whilst waiting to be collected, the school nurse will direct them to use a separate toilet. The toilet will then be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child whilst they await collection if a distance of 2m cannot be maintained (e.g. for a child in the EYFS or a child with complex needs).

Public Health England is clear that routinely taking the temperature of pupils is not recommended, as this is an unreliable method for identifying coronavirus (COVID-19).

SCHOOL CORONAVIRUS (COVID-19) OUTBREAK

The School must take swift action if they are informed someone has tested positive for coronavirus (COVID-19).

The School will contact the local health protection team. The health protection team will also contact St Chris if they are aware that someone has tested positive for coronavirus (COVID-19) and attends the school – as identified by NHS Test & Trace.

The health protection team will work with St Chris to guide us through the actions we need to take. They will advise us with definitive advice on who must be sent home.

St Chris will keep a record of pupils and staff in each group and any close contact that takes place between children and staff in different groups.

We will not share names of those people with suspected coronavirus (COVID-19). We will send out a communication to those pupils/families (and staff) impacted when or if needed.

Household members of those contacts who are sent home do not need to self-isolate unless the young person self-isolating develops symptoms. IF someone in a class or group that has been asked to self-isolate develops symptoms within the 14-day self-isolation they should get a test.

If the test is negative, they must remain in isolation for the remainder of the 14-day period. This is because they could still develop coronavirus within the 14 days.

If the test is positive, they should **inform St Chris immediately** and must isolate for 7 days from the onset of their symptoms (which could mean self-isolation ends before or after the original self-isolation period).

Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.

St Chris will not seek evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

If we have two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will work with the health protection team who will advise if we need to take additional action.

LOCAL AND NATIONAL LOCKDOWN

If the local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread.

For individuals or groups of self-isolating pupil's remote education plans will be in place.

We will revert to the use of remote learning via Microsoft Teams where this happens, and staff will ensure that they are ready to go to online remote learning if a year group, for example, is sent home to self-isolate.

Public Health England will advise if we are to close temporarily to help control transmission. Where this occurs, we aim to send a communication to parents and staff within 2 hours of the notice and lessons will commence by Microsoft Teams the following day.

FIRST AID

First aid will be administered for any other situation or incident and St Chris procedures and protocol followed, with staff wearing PPE as or if required.

SAFEGUARDING AND CHILD PROTECTION

Safeguarding and child protection are as important now as they ever have been.

St Chris will continue to follow the Department for Education statutory guidance, '*Keeping Children Safe in Education*'. A new version is in place for September and full guidance and explanation of changes will be given to St Chris staff during our INSET training.

A COVID-19 addendum has been added to our current Child Protection and Safeguarding Policy to reflect changes that are in place due to the pandemic. A copy of this is available by contacting toni.warner@stchris.co.uk

ENDS

stChris