

HEALTH, HYGIENE
KEEPING
BLUNDELL'S
SAFE
SAFETY

PUPILS & PARENTS

SAFE
COMMUNITY



Blundell's

FOUNDED 1604

SAFE
COMMUNITY

UK GOVERNMENT COVID ALERT LEVELS

In May 2020 the UK Government introduced a five-point scale, setting out the UK's 'Covid-19 Alert Levels'. The intention of this scale is to indicate the level of risk in the UK, and to allow individuals and organisations to respond to that risk.

At Blundell's our first priority is the safety, health and wellbeing of our community. We have the ability and capacity to operate safely within this framework, and also to react quickly and effectively in response to each of these levels.

| HM GOVERNMENT COVID ALERT LEVELS | | |  HM Government |
|----------------------------------|---|---|--|
| Level | Description | Action | |
| 5 | As level 4 and there is a material risk of healthcare services being overwhelmed | Social distancing measures increase from today's level | |
| 4 | A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially | Current social distancing measures and restrictions | |
| 3 | A COVID-19 epidemic is in general circulation | Gradual relaxing of restrictions and social distancing measures | |
| 2 | COVID-19 epidemic is present in the UK, but the number of cases and transmission is low | No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening | |
| 1 | COVID-19 is not known to be present in the UK | Routine international monitoring | |



STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES

BLUNDELL'S ALERT LEVELS

In line with this UK Government guidance, we have introduced our own guidelines for the operation of the school based on the UK's current Covid-19 Alert Level (at the time of publication the UK is at Level 3). These guidelines are set out in further detail in this document. The intention of these guidelines is two-fold:

- i) To provide clarity on the operation of the school during the pandemic
- ii) To provide our community with reassurance that the school is monitoring the level of risk closely, and taking appropriate precautions.

| GOVERNMENT LEVEL | BLUNDELL'S ACTIONS |
|------------------|---|
| 1 | Normal protocols and procedures in place. |
| 2 | Enhanced cleaning procedures in place. Certain Social Distancing protocols to remain in place, If appropriate. Revised medical protocols to be considered. Town Leave to be permitted in line with normal procedures. |
| 3 | 'Keeping Blundell's Safe' Operational Plan to be enacted (full detail contained in the remainder of this document), to include: <ul style="list-style-type: none"> • Classrooms and Departments reconfigured and managed to ensure Social Distancing. • 'Bubbles' created and in full operation, across school and in Boarding Houses. • Additional Health & Safety measures in place in Boarding Houses. • Dining Hall and Catering operating under revised protocols and timings. • Enhanced Medical Centre protocols and procedures in place. • Chapels and other large gatherings only under strict Social Distancing. • Town Leave to be reviewed and either (i) postponed, or (ii) permitted under updated guidelines. • Half-term accommodation made available for overseas pupils. |
| 4 | Pending guidance from UK Government, EITHER: School Closed, as per Level 5, OR: School to remain open, with additional measures, restrictions and protocols in place, as appropriate for the circumstances. |
| 5 | School Closure. Home Learning Programme enacted. Staff who can work from home to do so. Staff on site to operate under strict procedures and protocols. Enhanced 'Deep Clean' as soon as is practical. If necessary, school to remain open to care for boarders who cannot return home. |

'KEEPING BLUNDELL'S SAFE' OPERATIONAL PLAN

All the measures that have been put in place have been enacted to ensure, as far as is possible, the health & safety of all pupils and staff and so that the school can operate as normally as possible.

All members of the community must be aware that some aspects of life at school will be different, and that such changes should be accepted positively and thoughtfully, so that all can live and work safely at school. It is, though, our intention to run the school as normally as possible, while ensuring risks are identified, assessed, and mitigated as far as possible.

GENERAL PRINCIPLES:

All members of the Blundell's community must adhere, at all times, to the Government advice on prevention of, and response to, any infection. In summary this advice is as follows:

- Minimise contact between individuals and maintain social distancing.
- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- Clean hands thoroughly more often than usual.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Ensure enhanced cleaning is introduced, including cleaning more frequently touched surfaces often, using standard products such as bleach and detergents.
- Engage with NHS Test and Trace process.
- Contain any outbreak by following local health protection team advice.

It is our very strong belief that following these principles as closely as possible is the single best way we can create a safe environment at school. This is a message that will be repeated regularly to staff and pupils. Staff can assist greatly by being clear and consistent in reinforcing this message to pupils.

Throughout this document there are many references to the use of hand sanitiser, and hand sanitiser will be provided at key points all across the school site. It is, however, vital to note that the most effective action pupils and staff can take is to wash their hands frequently and thoroughly. Hand sanitiser is an effective substitute where this is not possible or practical, and it will be widely available. Yet hand-washing is, and will remain the preferred manner for pupils and staff to keep their hands clean.

BUBBLES

The core element of our 'Keeping Blundell's Safe' strategy is the use of 'bubbles'. A bubble is a small group of pupils who will spend much of their time together while at school. The existence of bubbles does not mean that pupils cannot mix with others from a different bubble. However, while the 'Keeping Blundell's Safe' Operational Plan is in effect, we will be introducing and utilising two key concepts, which pupils will be expected to understand and act upon at all times:

'IN BUBBLE'

When pupils are 'in bubble', they can be more relaxed about their behaviour and social interactions. We will still advise pupils to be more cautious than they might normally be, but pupils 'in bubble' will most likely interact with others in their bubble in a similar manner than might have been the case before the pandemic.

'OUT OF BUBBLE'

When pupils are 'out of bubble', they will need to be much more conscious of, and cautious in their behaviour. They will need to maintain social distance between themselves and those outside their bubble at all times, avoid physical contact, and should be aware that at times it may be appropriate to wear a face mask or covering.

The use of bubbles in this way means that we can enable pupils to interact with each other, and maintain many of the cross-house/cross-year events and activities that we run, while at the same time ensuring:

- The risk of transmission between pupils in the school is as low as possible, and;
- If there is a confirmed case of Covid-19 within the school, the number of associated pupils who would need to go home to self-isolate is kept as low as possible.

STAFF AND BUBBLES

The key principle to enforce is that staff will not be members of any bubble, and staff should remain 2m distant from other people at all times. Where this is not possible, staff should wear masks. In classrooms where it is not possible for staff to be 2m from pupils, screens have been erected on desks to mitigate this risk.

This key principle will be conveyed clearly and frequently to pupils. It is the responsibility of both staff and pupils to ensure this social distancing is adhered to.

In applying this principle, the risk of pupil-to-staff transmission is greatly reduced. It has the further benefit of meaning that, if a pupil tests positive for Covid-19, no member of staff will be required to self-isolate as a result.

PUPILS OR STAFF DISPLAYING COVID-19 SYMPTOMS

Detailed procedures have been drawn up, and these will be followed when a pupil or member of staff displays potential Covid-19 symptoms.

The key principle is that anyone showing potential Covid-19 symptoms should:

- Avoid contact with others.
- Leave the school site as soon as is possible (they can isolate and wait in the Medical Centre if necessary).
- Take an official UK Government Covid-19 test, await the results at home/at a guardian and, if appropriate, continue to self-isolate away from school.

To help with this, we will need to call upon the support of our parents and guardians. It may well be that pupils need to return home at a time which is not convenient. However, the more that we can keep pupils who are showing symptoms away from the school campus, the more we will be able to keep the wider community safe and operate the school with something approaching normality. Therefore we will ask that, wherever possible, pupils displaying symptoms are taken home, or to a guardian, as soon as possible, and do not return to school until they have a negative Covid-19 test or, in the case of a positive test, after seven days/when their symptoms have passed (whichever is longer).

PROTOCOL IN THE EVENT OF A POSITIVE CASE

The primary purpose of the bubble system is to minimise the effect on the school should there be a positive Covid-19 case. The bubble system will be applied consistently so that, in such an instance, only a small number of additional pupils are affected.

If a pupil displays suspected Covid-19 symptoms, and goes for a test, the other members of their bubble will not, in the first instance, be sent home. Instead, they will be informed of the situation by their Houseparent, and at this point will be asked to take additional measures to ensure social distancing and the avoidance of potential transmission. This will include, but not be limited to the wearing of masks at all times when out of bubble, the maintenance of 2m distance with all people outside their bubble at all times, and possible restrictions on participation in wider cross-year activities. At this point, parents will also be informed by the Houseparent that a member of the bubble has gone for a test on the basis of suspected Covid-19 symptoms. Please note that we will not be able to give the identity of the pupil in question, but merely to inform that a member of the bubble is displaying potential Covid-19 symptoms.

If the test result of the pupil in question is negative, the remainder of the bubble will be able to continue at school in line with the protocols and procedures outlined in this document.

If the test result is positive, all members of the bubble will be asked to return home and self-isolate for 14 days. In such instances there would be clear communication from the Houseparent to all parents involved, with the Medical Centre also on hand to provide medical advice and guidance.

Because members of staff will be keeping at least 2m distant from all pupils and colleagues, there will be no need for staff members to self-isolate in the case of a positive test in the school.

WELLBEING AND WELFARE:

The welfare and safety of all pupils and staff is our highest priority during this pandemic and our pastoral staff will be focused on ensuring pupils feel comfortable and supported at school. If pupils feel concerned about anything, the extensive support network at Blundell's is there for whoever needs it, and pupils should talk to their Houseparent, tutor, matron, or any adult they feel comfortable with, should they have concerns or worries.

'KEEPING BLUNDELL'S SAFE' OPERATIONAL PLAN

UNIFORM

We ask that pupils return to school wearing uniform as normal. If parents have specific concerns we would ask them to contact their child's Houseparent in the first instance. It is our intention to be as accommodating as possible in meeting the needs of individual pupils and their families.

OPERATIONAL PLAN:

The following pages outline how the school will operate while the UK is at Level 3 on its Covid-19 scale. Five core areas are covered:

- Classrooms and Lessons: including classroom blocks, lessons, and movement between lessons.
- Boarding Houses: including interaction between pupils in Houses, and how boarding-specific risks will be mitigated.
- Co-curricular: including how sports and activities will be managed.
- Dining Hall and Catering: including how mealtimes and eating within the Dining Hall will be structured and managed.
- Other School Operations: including cleaning, maintenance and managing visitors on-site.

Any change in the UK Government's Covid-19 Level will lead to the school reviewing its procedures and practices.

FINALLY...

Please remember that all these measures are in place the health & safety of everyone at the school, and it is important that all members of the Blundell's community follow these guidelines closely.

If you are not sure about anything, please do not hesitate to ask someone. Pupils should talk to their Houseparent or tutor in the first instance, while parents should feel free to contact their child's Houseparent, or else engage with the formal review process outlined on page 18.

SECTION 1: CLASSROOMS AND TEACHING

OVERVIEW:

As outlined above, pupils will be divided into “Bubbles”

- For pupils in Years 9-12 these are House year group bubbles (e.g. Year 10 GH).
- For SH pupils the bubbles will be their “sets”, (e.g. 8G).
- For Westlake the bubbles will be based on the geographical arrangement of their rooms in House. GJB will inform pupils and Westlake tutors and staff of the bubble arrangements.

Our guiding principles in the classroom are to ensure as low a possibility of cross bubble mixing, whilst still providing an excellent educational experience. It is recognised that teaching methods will have to adapt to ensure social distancing but we will work to retain as much of the “social value” of teaching as we can.

WITHIN CLASSES:

Each teaching space will have its own specific guidance, as outlined in the departmental risk assessment, but the following have been the consistent expectations in our planning.

SEATING

Tables and desks have, where possible, been moved to face the front of the classroom. Where this is not possible, measures have been taken (e.g. screens) to ensure separation between the bubbles.

When pupils are ‘in bubble’, there is no need to socially distance, so pupils can sit closely together, and work together.

Accordingly, teachers will be asked to create a seating plan for each lesson to ensure bubbles sit together. A Year 10 Geography class, for example, will have a mix of pupils from five Houses within it: these pupils should be seated with others from their House, but separate from other Houses. The majority of School House classes are taught in sets so they can act as one bubble. There will be small classes, particularly in the Sixth Form, where individual pupils will need to sit away from each other to maintain distancing.

This means that pupils will socially distance (1m+) within classrooms, except for with those pupils within their bubble. Mixing between bubbles will also be kept to an absolute minimum. Where social distancing cannot be maintained, extra precautions should be used (face masks and/or screens).

Teachers should stay 2m away from pupils at all time. If this is not possible or practicable, screens will be erected in classrooms. These are 800mm high and so provide good protection. They are 600mm wide and more than one can be used in each classroom if needed. If a teacher needs to be closer to pupils (for example to demonstrate a practical or use of equipment) they will need to wear a mask.

TISSUES

Boxes of tissues and rubbish bins will be available in each classroom to enable pupils to bin to “catch it, kill it, bin it”.

CLEANING:

At the end of each lesson, the staff member who has just taught in that classroom is responsible for cleaning the desks and chairs with anti-viral sprays. These sprays should be left for 30 seconds to deactivate the virus before being wiped down. There will be cleaning materials provided alongside gloves for staff. If using a computer room, keyboards and mice will also be sprayed and wiped down.

If a teacher will be leaving that classroom for a non-teaching period or at the end of the day, the teacher who is leaving should also clear and wipe down the teacher’s desk and any leads or remotes they may have used. Each teacher will have their own whiteboard pens.

SECTION 1: CLASSROOMS AND TEACHING

EQUIPMENT

At the beginning of the term, all pupils will be provided with a "show me" pack. This will be a mini-whiteboard, pen and eraser. The expectation is that this forms part of their stationery and they take it to each lesson with them. This is to help overcome the challenge of teachers needing to socially distance whilst still interacting with and feeding back to pupils as much as possible.

Teachers will not be able to lend pens or other equipment to pupils during the lesson and pupils will not be able to borrow equipment "out of bubble", so pupils must carry their own stationery around with them.

ISSUING, SUBMITTING WORK AND MARKING

Prep will be set via assignments on Teams. Teachers can hand out worksheets and other papers, but they must sanitize their hands and should consider wearing a mask when they do this. Pupils, particularly those in senior years, are encouraged to bring laptops to class to access work. If pupil work is to be marked, the ideal method for this will be for the work to be submitted electronically via the class Team/ OneNote page. This could be via electronic submission, or it may be handwritten and then a photo taken and submitted. The handing in and handing back of books/ worksheets should be kept to a minimum. If books/sheets/tests need to be handed in, then they must be left for 72 hours before marking. Before marking teachers will either sanitize hands and wear masks during marking, or they will leave 72 hours between marking and handing back to pupils. Handling of papers should be kept to a minimum.

The handing out and taking back of textbooks between classes should be kept to a minimum. Where it cannot be avoided, a 72-hour gap will be ensured between issuing to different bubbles.

Any specialist equipment (e.g. in DT, Science labs, or IT) has specific cleaning protocols set out in the departmental risk assessment. This includes, but is not limited to, UV cleaners for safety goggles, large 'foggers' for cleaning areas after equipment use, and dishwashers for sterilizing glassware.

MASKS

At this time, we are not expecting pupils to routinely wear masks in class. It is recognised that this may change as the situation around the country and the science evolves. However, there will be lessons where pupils are asked to wear masks as social distancing is not possible, either because the room is too small, or because of the nature of the activity (for example during practical work in DT or a science). If pupils are asked to put on their masks by a staff member it is an expectation that they comply.

DOORS/ VENTILATION

All doors will be left open as much as possible when a staff member is in the building, so that pupils and staff do not need to touch handles. It is acceptable that keypad entrance doors to departments are kept open during the day, as long as there is a member of staff in the building. The HoD will ensure that this is the case at the start of the day and after lunchtime. All windows and doors will stay open during lessons as much as possible to ensure good ventilation. It is recognised that this will have implications as the weather cools. Air-conditioning units are not to be used in classrooms when pupils or staff are present in the rooms.

MOVING BETWEEN CLASSES/ TO AND FROM HOUSES

It is important that pupils wash their hands or use hand sanitiser to clean hands when entering and leaving classroom blocks. There are some rooms (for example Chemistry) where washing hands may be more practical than using sanitiser, and we will always make it clear to pupils that handwashing is preferable to the use of sanitiser. Hand sanitiser will nonetheless be made readily available at multiple locations around the school, and pupils are welcome to bring and use their own as well.

In moving between classes, the aims are to ensure as little face to face contact between pupils as possible, and to ensure that surfaces around the school are kept as clean as possible. There are certain places within the school where facemasks will be required, and in particular certain department buildings where masks must be worn on entry and exit. These will be clearly signed and communicated to pupils.

One-way systems are in place at certain points around the campus. These are in places where walkways are narrow and good social distancing will not be possible. It is recognised that these may not be the shortest way to move from class to class, but it is vital that these are adhered to. Each classroom/ block has clear signage showing how to enter, exit and move through the building. There is also signage in some areas of the campus to aid the flow of people. Pupils will be provided with a map and asked to refer to this so that they are aware of the one way systems before school starts; this map will be provided to them by tutors in their tutor period on Thursday 3rd September. We will generally be operating on a "keep left" plan when pupils are walking around the school campus. This will also be explained by tutors in the Thursday morning tutor period.

Many classrooms/ blocks have alternative entrances and exits. These will be clearly marked and explained to pupils on the first day back at school. Even though these

may not be the most convenient way for pupils to enter or leave a building/ classroom, it is important that pupils adhere to these expectations to reduce congestion and ensure good social distancing.

Classes will be released from lessons as close to the bell as possible in an order determined by the Head of Department, in a way that reduces crowding of corridors. Pupils are encouraged to walk safely to the next lesson. Speed is not of the essence, but pupils must not take advantage of this. While pupils will need to wait for a building to be vacated by departing pupils before they enter that building, pupils should not be made to wait outside a building while their room is being cleaned. If their next room is being cleaned they should be allowed to enter and wait at the side of the room until the cleaning is finished. The procedure for this is outlined in each department's Risk Assessment and will be explained to pupils on the first day back.

Stairwells, banisters, keypads etc will be cleaned three times a day: in the morning, a lunchtime and in the evening. This will be done by maintenance or cleaning staff.

IF PUPILS ARE ISOLATING/ NOT AT SCHOOL

If pupils are isolating, all their work will for the day will need to be clearly set on Assignments via Teams by 8:00am that morning. If it is practicable and suitable, they may be encouraged to "dial in" to the lesson via Teams, although this is not a requirement.

PARENTS' MEETINGS/ FORUMS

These will all be organised remotely this term. Appointments will still be booked through the Parents Booking System, but meetings will be held via Teams.

TOILETS

Toilets will be clearly marked for use by specific groups. Pupils and staff should ensure they only use toilets allocated for them.

SECTION 2: BOARDING HOUSES

OVERVIEW:

As has previously been described, pupils have been divided into 'bubbles' based, on their House year groups.

Houseparents have divided Houses so that each bubble has a clearly designated recreation area. Bubbles will also have allocated bathrooms, toilets and showers, although the exact nature of this allocation is different across the Houses, and based on the availability and geography of facilities. Pupils are expected to use the bathrooms, toilets and showers assigned to them, and not just use the most convenient one. Specific details are outlined in each House's Risk Assessment.

Pupils should not go into other pupils' rooms/dorms who are not in their bubble. For those in the same bubble this should be kept to a minimum; it is best to use the allocated recreational spaces for socialising wherever possible.

CENTRAL RECREATIONAL AREAS AND EQUIPMENT

The specific plan for the use of central recreational areas will be explained to the pupils by their Houseparent.

Any equipment or facilities pupils use should be wiped down with disinfectant wipes before and after use (these will be provided); for example, pool cues, table tennis equipment, communal pianos etc. Pupils should also ensure that they wash their hands, or use hand sanitiser, before and after using communal facilities.

HOUSE KITCHENS:

Access to kitchens and cooking equipment will be more restricted, and managed more closely than usual. The exact nature of this will vary from House to House, and will be outlined in the House Risk Assessment. Key principles are as follows:

- Any pupil using an item of cutlery or crockery must take the items from the designated 'clean item' collection point within the kitchen(s).
- When finished, place the item into a designated box or tray for dirty items.
- All used items will then be cleaned by matrons, using a high temperature wash.
- Pupils should, under no circumstances, use dirty cutlery or crockery. Items should only be taken from the designated 'clean item' collection point.
- Pupils should ensure all surfaces are kept clean and clean up all areas after they have been used.

Due to the number of kitchens, Westlake will operate under different protocols, and these will be clearly communicated to all pupils, staff and tutors by the House team.

BATHROOMS, TOILETS AND SHOWERS:

These will be cleaned on a regular basis throughout the day by the domestic staff. Cleaning will be of an enhanced nature and may take more time than usual.

Pupils should ensure they practice high levels of hand and personal hygiene when using bathrooms and toilets. As in all cases, thorough handwashing before and after using such facilities will be encouraged.

VISITORS TO THE HOUSE:

No visitors – including parents – will be allowed into the Houses. It is most important that this rule is adhered to. Houseparents will coordinate with any parent who wishes to meet with the Houseparent and/or tutor. Such meetings will take place in central meeting areas, not in House.

At the start at end of the school day, parents should drop off and collect their children at the designated car parking areas and then vacate the area promptly. This approach will avoid congestion and allow for a smooth flow of pupils into and out of school.

ISOLATION

As has already been outlined, as far as possible we are going to ask that any pupils exhibiting Covid-19 symptoms leaves the school site as soon as possible, and does not return until after either (i) a negative test, or (ii) their symptoms have gone and 10 days have passed (this is the current government guidance). Consistent application of this approach will greatly enhance our ability to continue the ongoing operation of the school.

In those instances where overseas boarders are not able to go to a guardian, family member or friend, we have drawn up clear protocols for isolating such pupils. These protocols will mean that no member of staff (with the exception of trained Medical Centre staff) has to come into any kind of contact with a confirmed Covid-19 case, or a pupil awaiting results of a Covid-19 test.

MEDICAL CENTRE MATTERS:

Clear guidance for accessing Medical Centre support will be displayed prominently across the school. This guidance is replicated at the end of this document.

ROLL CALL AND 'THUMBING IN':

It is our intention to continue with 'thumbing in' to ensure that we are aware of the whereabouts, and boarding intentions, of all pupils each day. We do, however, recognise that thumbing in each day represents a greater risk in respect of multiple pupils touching the same piece of equipment in a short space of time.

Each House may have specific procedures or protocols in respect of this, set out in the House Risk Assessment, and will be expected to follow the guidance closely. However, the key principles are as follows:

- All pupils to hand sanitise before they thumb in, paying particularly close attention to the thumb they will use on the machine.
- Anti-viral wipes will be provided so that the terminal, and thumb pad, can be cleaned regularly at peak times. This to be overseen by a member of staff.

In addition to the House thumb terminals, the terminals in the Dining Hall will also be available for use at both breakfast and lunch. The aim of this is to reduce crowding at busy periods in Houses. Such usage will also be subject to the principles outlined above.

FACE MASKS/COVERINGS:

All pupils will be asked to bring a washable face mask with them on return to school at the start of term. Boarders should have good number of masks, and it is their responsibility to look after these and ensure they are put through the laundry on a daily basis.

Face masks should be plain in nature. Discretely patterned masks may be acceptable, but pupils should check this with their Houseparent in advance.

Pupils will be made aware that loud, humorous, or offensive masks will not be allowed. Masks with writing or statements on them are also not appropriate.

It is not mandatory for pupils and staff to wear face masks at all times in school. There may, however, be times when wearing a mask is appropriate; for instance, when entering dining hall, sitting in chapel, or when gathering closely for a lesson or activity. In addition, if a teacher asks a pupil to put on their mask then they should do so. We also recognise that our guidance here may need to change, if official UK Government guidance changes.

CLOTHING AND GAMES KIT:

It is most important that pupils do not lend, or borrow, clothes and games kit to each other under any circumstances. The sharing of equipment, particularly equipment which comes into contact with the skin, will significantly increase the chances of any infection spreading. This is particularly important with all forms of games kit and, therefore, pupils should ensure they use only their own games kit. Pupils and parents will be asked to ensure regular washing of games kit and school uniform.

RECREATION AREAS AND ACTIVITIES

In the evening, boarders from all year groups can socialise in House Common Rooms. However, pupils should recognise that in these situations they are 'out of bubble' and should act accordingly. This might mean, for instance, only sitting on sofas with members of your own year group, and avoiding physical contact with others. If pupils are doing activities that put them in particularly close proximity to others, it may be appropriate to wear a face mask, and in some cases the Houseparent or the tutor on duty may request that pupils do so.

House-specific requirements are set out in the House Risk Assessments, and will be communicated clearly to pupils by the Houseparent. Plentiful signage will also be used throughout Houses, to ensure key messages and rules are clear to all pupils.

SECTION 3: CO-CURRICULAR ACTIVITIES

OVERVIEW:

It is our intention that all pupils will have the opportunity to take part in co-curricular activities from the start of term in September. However, the programme will be more limited than usual, especially in the opening weeks of term, to enable us to satisfy our number one priority of keeping pupils and staff safe.

The co-curricular programme will remain under regular review to take into account, among other things, changes in UK Government advice, and changes to UK Governing Bodies of the relevant sports and activities we offer.

We will be running our co-curricular programme in phases, with additional activities and events added as and when it is felt appropriate to do so. Phase One will run from the start of term until Monday 21st September. A move to Phase Two will first be approved by the School's Senior Executive Team, and the exact nature of Phase Two will be dependent on circumstances at the time.

SPORT, AND PHYSICAL ACTIVITY.

The vast majority of sport and exercise will be run in year groups. In the limited instances where this is not the case, such activities will only be allowed to go ahead where the additional risk is considered to be low or is able to be mitigated. It is anticipated that, in Phase One, the number of cross-year activities will be very small.

Pupils doing sport and exercise will be made aware that they will be doing so with pupils outside their bubble, and so should exercise the usual cautions associated with 'out of bubble' activity.

Each activity will run under the regulations and rules of the relevant Governing Body as well as our own Risk Assessments.

Pupils will be able to change into Games kit in school under the guidance of their Houseparent and the terms of the House Risk Assessment. Parents and pupils will be asked to ensure that games kit is regularly washed. Pupils must not share or borrow games or sports kit under any circumstances.

Pupils will be taking part in sport and physical activity on their normal timetabled Games Days.

- Years 7, 8, 9 – Mondays
- Years 10,11,12,13 – Tuesdays
- Years 9, 10,11,12,13 – Wednesdays
- Years 7, 8 – Thursdays
- Years 9, 10,11,12,13 – Fridays (after lessons for selected teams and groups)
- Saturday sport: see below for the planned programme

'PHASE ONE' SPORTS PROGRAMME

On week days we will be providing a diverse programme of sporting activities, while on Saturday pupils will have the chance for competitive school sport (among the pupil's own year group). The programme will be weather-dependent and adapted in line with any new advice received from the UK Government and/or the relevant Governing Bodies. We will not be playing fixtures against other schools during this period. The playing of competitive matches against other schools is likely to be introduced in Phase Two, planned to begin during the week beginning 21st Sept, although a decision to move to Phase Two will be taken nearer the time, and will require approval by the SET.

UK Government advice at the time of writing is

"Schools have the flexibility to decide how sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. External facilities can also be used in line with government guidance for the use of those facilities."

Pupils in Years 7, 8, 9 and 10 will undertake a programme of hockey (girls) and non-contact rugby (boys), and pupils can also opt for cricket, swimming or athletics on one or two days a week, depending on their year

group. Older pupils in Years 11, 12 and 13 will have added options of kayaking, badminton, fives, cross-country running, basketball, football and a well-being programme of yoga and fitness.

SATURDAY 5TH SEPTEMBER

- No events for year 7 and 8 pupils.
- Year 9-13 inter-house touch rugby and hockey games for all pupils who are keen to be involved.

SATURDAY 12TH SEPTEMBER

- Year 7 (boys) - Intra Year 7 cricket 10.30am start.
- Year 7 (girls) - House hockey matches– 10.30am start.
- Year 8 (boys) - House cricket matches - 10.30am start.
- Year 8 (girls) - House hockey matches– 10.30am start.
- Year 9 (boys) - House cricket matches 1. 30pm start.
- Year 9 (girls) - House hockey 1.30pm start.
- Year10 (boys) - House cricket matches 1.30pm start.
- Year10 (girls) - House hockey 1.30pm start.
- Year 11 (boys and girls) -Track and Field athletics meet 1.30pm start.
- Year12 (boys and girls) - House swimming gala 1.30pm start.
- Year 13 (boys) - House football matches. 1.30pm start.
- Year 13 (girls) - TBC.

SATURDAY 19TH SEPTEMBER

- Year 7 (boys) - Swimming gala - 10.30am start.
- Year 7 (girls) - Swimming gala - 10.30am start.
- Year 8 (boys and girls) - Track and Field athletics meet - 10.30am start.
- Year 9 (boys and girls) - Track and Field athletics meet - 1.30pm start.
- Year10 (boys and girls) - House swimming gala. -1.30pm start.
- Year11 (boys) - House cricket matches 1.30pm start.
- Year11 (girls) – House Hockey 1.30pm start.
- Year 12 (boys) - House Cricket matches or Basketball House matches 1. 30pm start.
- Year 12 (girls) – House Hockey 1.30pm start.
- Year 13 (boys) - House Cricket matches or Basketball House matches 1. 30pm start.
- Year 13 (girls) – House Hockey 1.30pm start.

SPECTATING

Parents will be able to watch most of these school matches and events, subject to the social distancing guidelines below, which all spectators will be asked to observe:

- Touch rugby, cricket, and athletics: Parents are asked to stay well back from the field of play, remain socially-distanced from pupils and each other at all times.
- Hockey and basketball: Parents are asked to remain outside the AstroTurf, spectate through the fencing and remain socially distanced from pupils and each other at all times.
- Swimming: spectators will not be allowed at swimming events.

We will not be providing any teas or hospitality during or after games, and parents and other spectators will be asked to leave the campus as soon as the games have ended.

PHASE ONE MUSIC

There will be no co-curricular music activities for the first two weeks of school. Visiting music teachers are not permitted to teach live one-to-one lessons during this time. It is our intention to re-commence one-to-one lessons, but this will not be until Monday 14th September at the earliest, and is likely to be dependent on the nature of the lesson (with wind instruments treated differently to string instruments, for instance). We are working towards a return of co-curricular music as normal, and as far as is safe a programme of extracurricular music will be gradually re-integrated into School life. This will hopefully include the return of string and wind section rehearsals for the Orchestra. Chamber choir and other small ensembles of musicians should also be able to start up in Phase Two, and have the opportunity to rehearse. Government advice at the time of writing states:

“Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and 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, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further, more detailed DfE guidance will be published shortly.”

SECTION 3: CO-CURRICULAR ACTIVITIES

Any movement onto Music Phase Two, planned for the 14th September, will be fully risk assessed and will be in accordance with the school Covid-19 protocols and UK Government guidelines. It will also need to be approved by SET.

PHASE ONE DRAMA

There will be no co-curricular Drama during the first two weeks of school. However, Speech & Drama lessons in curriculum time will be running from the start of term. As with music, it is our intention that co-curricular Drama will return in Phase Two (scheduled for week beginning 21st September). This will be dependent on conditions at the time, and is likely – at least initially - to be in modified form with smaller year group bubbles, socially distanced, and following school Covid-19 protocols and UK Government guidelines. It will also need to be approved by SET.

PHASE ONE CCF

The Combined Cadet Force (CCF) will start on Monday 7th September and meet every Monday of term during activity time. All pupils in Year 10 will be part of the CCF contingency. The CCF will meet in smaller year group bubbles, socially distanced, following school Covid-19 protocols, and UK Government and Ministry of Defence guidelines.

PHASE ONE ACTIVITIES AND AFTER SCHOOL CLUBS

In Phase One, up to 21st September, there will be no compulsory Activity programme available to pupils on their allocated Activity days. This will be replaced by voluntary activities run in art, sport and recreational pursuits e.g. gardening. All activities will only run in year group bubbles. Instead of formal activities pupils will be able to complete prep in Houses. School House pupils without an activity can be collected from 4pm on those days, with prior arrangement with the Houseparent.

It is our intention to re-start the Activity Programme in Phase Two. The exact nature of this will be dependent on the circumstances at the time.

SECTION 4: DINING HALL AND MEALTIMES

OVERVIEW:

- Pupils will be asked come to the dining hall at their allocated times and not arrive early. They should ensure that they join their queue either from the Big School or Petergate end as indicated below.

- Masks should be worn at all times in the queue. This applies to staff too.

- The front of the queue will be indicated by the line on the floor. Pupils will be asked not to go beyond that before being called forward by a member of the Catering team.

- Pupils and staff should select either a hot OR a cold meal. It will not be permitted to take from both serveries.

- On being called forward, (breakfasts & lunchtimes) pupils should thumb-in (using sanitiser) before collecting food. At supper, pupils should sanitise before collecting food, but there is no need for them to thumb-in.

- Pupils must sit at allocated tables (Please note that these will be different depending on the mealtime)

- Pupils should leave the dining hall as soon as they have finished eating, particularly at supper. They must leave before the end of the sitting.

- Pupils must remain within the half of the dining hall corresponding to the door through which they entered: i.e. those who enter through the Petergate end must remain in the Petergate half of the Dining Hall, while those who came through the Big School door must remain at the Big School end of the dining hall.

- Pupils should sanitise their hands before using the hot drinks machine.

- When clearing away at the end of the meal, pupils should take their trays to the appropriate clearing station. Those at the Petergate end should use the conveyor as normal while those at the Big School end should use the trollies provided.

- Staff should sign in for lunch and sit at socially distanced tables with a maximum of six people per table. The signing-in system will be explained at staff INSET.

SECTION 4: DINING HALL AND MEALTIMES

BREAKFAST

Pupils must sit at allocated tables. These will be organised by house. They should sit with their own year group. Where pupils are not able to sit with their bubble, they should socially distance.

Timings are as follows:

| | |
|---------|---------------|
| 7.30am | Years 7 & 8 |
| By 7.45 | Year 9 |
| By 8.00 | Years 10 & 11 |
| By 8.10 | Sixth Form |

The dining hall must be cleared by 8.25

LUNCHTIME

Lunch will be at the following times. Pupils should arrive at the indicated time and use the door indicated. They should sit at the tables that are marked for them to use. These are organised by house/year group bubble.

| TIMES | PETERGATE END | BIG SCHOOL END |
|-------------|--------------------------------|--------------------------------|
| 12:00 | Year 7 | W (G1, B1,B2) |
| 12:10 | Year 8 | W (G2, B3) |
| 12:30-12:40 | Clean down (by catering staff) | Clean down (by catering staff) |
| 12:40 | Year 11 (FH/OH/NC) | Year 12 (FH/OH/NC) |
| 12:50 | Year 11 (P/GH) | Year 12 (P/GH) |
| 1:10 | Clean down (by catering staff) | Clean down (by catering staff) |
| 1:20 | Year 9 (P/OH/NC) - | Year 10 (P/OH/NC) |
| 1:30 | Year 9 (FH/GH) | Year 10 (FH/GH) |

SUPPER

Supper will be at the following times. Pupils should arrive at the indicated time and use the door indicated. They should sit at the tables that are marked for them to use. These are organised by house/year group bubble.

W, SH & FH must vacate the Dining Hall by 6.25.

| TIMES | PETERGATE END | BIG SCHOOL END |
|---------------|--------------------------------|--------------------------------|
| 5.50pm | FH | W G2,B2 & B3 |
| 6.00pm | SH | W G1 & B1 |
| 6.25 – 6.35pm | Clean down (by catering staff) | Clean down (by catering staff) |
| 6.35pm | P & NC | OH & GH |

WEEKENDS

Pupils should sit in bubbles where possible, but may sit at socially distanced tables with a maximum of 6 per table if they so choose. Tables are not allocated.

SECTION 5: SCHOOL OPERATIONS

PUBLIC AREAS

General cleaning regimes will be enhanced and include morning, evening and an additional clean of high use areas such as stairwells and doors etc at lunchtime.

Cleaning cloths will either be disposable, or re-usable. In both instances they will be collected daily, stored for 72 hours and then either put in the waste or sent to the laundry.

Fogging machines will be used in high turnover/high touch areas such as assembly halls, chapel, science labs, DT, Dining Hall, Theatre, Sports Hall etc.

Hand sanitisers (minimum 70% alcohol) will be at every entrance and exit point to a department or boarding house. Stocks will be replenished at least daily. Hand washing and sanitisation posters will be applied throughout the site.

Entrance Only and Exit Only signage will be applied to encourage correct pedestrian traffic flow and therefore avoid pinch points.

Additional walkways will be provided as necessary.

Outdoor high touch point areas such as door locks, gates etc will be sprayed daily.

If possible high touch point gates will be removed as part of the hierarchy or controls.

BOARDING HOUSES, BATHROOMS, TOILETS AND SHOWERS

These will be cleaned on a regular basis throughout the day by the domestic staff. Cleaning will be of an enhanced nature and it may take more time than usual. Please be aware of this and allow the domestic staff to do their job properly.

Pupils will find cleaning materials in all the bathrooms and will be encouraged to take the time to wipe down sinks with disinfectant wipes after use.

VISITORS

Cold callers will be turned away before entry.

Where possible, routine visits for servicing lifts, fire alarms, catering equipment etc will either be done in house or completed during the school holidays.

Visitors will receive a "Practical and Positive approach to site safety" email before arrival which gives guidance of what to do before and upon arrival at site.

Bursary visitors must sign in at the Bursary. A new Covid-19 safe reception area with screens, advice sheets, maps and sanitiser will be in place.

Contractors/Visitors will be accompanied whenever they are on site during term time. House staff will be informed of visits which will only be arranged when essential.

REVIEW PROCESS

review@blundells.org

The School's Operational Plan, as outlined in this document, will be kept under continuous review.

The School's Operational Plan, as outlined in this document, will be kept under continuous review. A formal review group will meet regularly to conduct a review of school operations, to consider whether further activities can be reintroduced, and to consider whether existing activities need to be modified, curtailed or stopped.

This review group will consist of members of the Senior Executive Team, the Senior Leadership Team, and the Operational Leadership Team. The group will meet weekly to begin with, but the frequency of meetings will itself be kept under review.

Pupils and parents are welcome to submit questions or thoughts for consideration at these formal reviews. The process for doing so is via email. A new email address – review@blundells.org – has been set up, and is accessible by the five members of the Senior Executive Team: The Head, the Bursar, the Second Master, the Deputy Head (Academic) and the Headmaster of the Prep School.

Submissions made via this email address will not get a response. However, each submission will be read and considered by the Senior Executive Team and, where appropriate, taken forward to the formal review meetings.

POSTERS DISPLAYED IN SCHOOL

DO YOU REQUIRE ASSISTANCE IN THE MEDICAL CENTRE FOR A NON COVID RELATED ISSUE?

If you feel you need assistance from the Medical Centre, please call in advance to alert the Medical Centre staff to your issue.

Advice and appointments will be arranged over the phone.

If you are advised to come to the Medical Centre, please enter by the main front door.

Please wear a face mask or covering.

PHONE NUMBERS:
01884 232422 or **07801 016570**

SAFE
COMMUNITY



SAFE
COMMUNITY

DO YOU THINK YOU MAY HAVE SYMPTOMS OF COVID ?

- A NEW DRY CONTINUOUS COUGH
- BREATHING DIFFICULTIES
- A HIGH TEMPERATURE
- LOSS OF TASTE AND/OR SMELL

WHAT TO DO:

IF AT HOME



DO NOT COME INTO SCHOOL.

CONTACT 119 FOR ADVICE.

CONTACT SCHOOL TO LET THEM KNOW.

IF AT SCHOOL



GO STRAIGHT TO SIDE DOOR OF MEDICAL CENTRE. DO NOT USE MAIN ENTRANCE.

DO NOT GO ANYWHERE ELSE FIRST. AVOID ALL CONTACT WITH OTHERS.

CALL MEDICAL CENTRE TO LET THEM KNOW YOU ARE COMING:
01884 232 422 / 07801 016 570



WHEREVER POSSIBLE, YOU SHOULD GO HOME OR TO A GUARDIAN, AND GET TESTED.

IF POSITIVE: STAY HOME FOR 10 DAYS.

IF NEGATIVE: YOU CAN RETURN TO SCHOOL WHEN FEELING BETTER.

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