

PRINCE WILLIAM SCHOOL

KEEPING STAFF AND STUDENTS SAFE IN SCHOOL DURING CORONAVIRUS PANDEMIC

INFORMATION FOR PARENTS AND CARERS

All our planning in this document is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

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

Numbers 7 to 9 must be followed in every case where they are relevant.

1. Attendance - who should come in to school?

The Government is clear that all students should come to school full time from September 2020. The guidance says:

School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

All students should attend school, unless they are ill and are complying with clinical and/or public health advice. However, if a student becomes ill with symptoms of COVID-19 they must stay at home (and will be sent home if they become ill during the school day) in order for us to meet the requirement of item 1 of the 'Prevention' controls stipulated by the government. Any student who displays symptoms of COVID-19 must get a COVID test, and isolate until the result of the test is known. Further details are given below in section 6.

2. Preparing to come to school.

Student clothing

The government advice states:

We encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

We will, therefore, return to our usual uniform policy from the start of September, which includes the usual rules about piercings and jewellery as well as electronic items such as mobile phones which will be confiscated if they are seen or heard on the school site at any time during the school day. Confiscated items will be handed to the Headteacher's PA who will clean them before storing them securely, in a plastic bag, ready for the student to collect at the end of the day.

We recognise that some families will be suffering particular hardship at this time due to the financial impact of the pandemic. There is a very good range of second hand uniform available, so please contact jgiddings@princewilliamschool.co.uk if you need assistance with

acquiring uniform for the start of term. We would also welcome donations of uniform items that have been grown out of, and can provide a 'uniform swap' facility if required too.

Face coverings/masks

The government guidance regarding face coverings is that they will not be needed in classrooms, even where social distancing is not possible, but that they must be used on school buses to and from school. However, recent changes to guidelines suggests that it is preferable for students to wear face coverings between lessons as they move around corridors. Current guidance also implies that students should wear face coverings when queuing and selecting food at the Canteen or the Pit Stop, as they are, in effect, shops; we have been wearing masks in shops since 24 July 2020.

As we have changed the timetable to a 3-lesson day, the only time students are walking 'between lessons' (rather than going to break, lunch or the end of the day) is between tutor time and the start of period 1. In order to minimize the number of times students will need to put on and take off masks, we ask that all students wear a face covering continuously from the moment they arrive at school (or get on the school bus) until they arrive at their classroom for the start of period 1; this means they will wear a mask through tutor time/assembly. They will also need to put a face covering on when they go to the Canteen or the Pit Stop at break and/or lunch time (but not the Pod as that is outdoors), and when they get back on the bus at the end of the day.

We are mindful that it is essential for face coverings to be used correctly if they are to be safe to the user and prevent the spread of the COVID-19 virus to others. We ask parents/carers to go through the guidance provided below with their child(ren) to ensure they understand how to put a mask on, take it off, and store it safely. Ideally, students should have a clean mask for each use, and parents/carers may like to provide their child(ren) with a sealable plastic bag for clean masks and a separate one for used masks, obviously with some means of identifying which is which.

You will see in the guidance provided that students should sanitise their hands before putting a mask on, and before and after removing their masks. Students will sanitise their hands as they leave their tutor rooms so that they are clean when they arrive at their classroom for period 1. As they enter their classroom for period 1 they will remove their mask and either store it safely in their bags or put it in the lidded bin provided, and then sanitise their hands. At the end of each lesson, students will sanitise their hands, so they are clean for putting their masks back on if they need to do so. Both the Canteen and Pit Stop both have sanitiser at their entrances and exits too, so students can sanitise before putting masks on as they enter (important for those students whose time slot is in the middle of break or lunch time) as well as before and after removing their mask as they leave.

If a student has a medical reason that means they cannot wear a face covering please provide evidence of this to their Head of Year.

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a lidded bin
- if reusable, store in a sealed plastic bag until it is washed in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed.

When using a reusable face covering:

- Make sure you can identify which is the 'inside' and which is the 'outside'; use a permanent marker pen to mark the inside if necessary
- When you remove your face covering, fold it in half so the outside surfaces are covering each other and then place it carefully into your clean storage bag.
- To reapply the face covering remove it from the bag using the ear looks or ties and then put it on
- Don't forget **to sanitise your hands before putting it on and before and after taking it off.**

Please also use links below for further guidance on fac coverings:

<https://www.facebook.com/NHSwebsite/videos/face-coverings/295828578339164/>

<https://www.youtube.com/watch?v=YWZkiXAQQUQ>

Food and drink

The canteen will be open from September, with a modified menu. The menu will focus on hot and cold 'grab and go' foods such as baguettes, pasta pots, pizza slices, bacon buns, etc., and all items will be individually wrapped. (Please see proposed draft menu in the appendix). Students must sanitise their hands before selecting food and are also asked to adhere to the mantra of 'if you touch it you must buy it'.

The water fountains will remain out of use to eliminate the possibility of students drinking directly from them. However, there will be 'hydration stations' at both of the lunchtime food outlets so that students can top up their water bottles at lunch time.

Students will be able to pay for their food and drink using their ID badges as usual at all outlets. To eliminate potential contamination from passing cash from one person to another, there will be **no cash** allowed at all; students will only be able to purchase food using their ID badges which are linked to their ParentPay accounts. These **accounts must be topped up online** because **students will not be able to use the revaluation machines** in the English foyer. This is to avoid queues of students gathering in the foyer and to avoid large numbers of students touching the machines.

If a student does not have sufficient funds in their account for a meal they can go to the finance office for a 'yellow slip' which will enable them to get a meal, but parents/carers are expected to top their child's account up and pay off the I.O.U. as soon as possible.

Bags, books, equipment and lockers

Bags are allowed, and indeed necessary, but the sharing of equipment must be minimised. The usual expectation (as set out in our 'Ready to Learn' policy) is that all students always have at least a pen, a pencil, an eraser, a ruler, and their ID badge. As sharing of equipment will be more difficult from September, and involve additional cleaning, it would also be helpful if students could bring with them a glue stick, a highlighter, a dry wipe pen, a calculator, a protractor, a pair of compasses, and headphones with a 3.5mm jack for music lessons. As part of our efforts to catch students up it is recommended that we encourage students to read as much as possible, so we ask that every student brings a reading book with them too.

Students lockers are located at multiple locations around the school site, and not necessarily in the zone that each student will now be allocated to according to year group.

Furthermore, the gathering of numbers of students in one area, as tends to happen when

students use lockers, is something that we need to eliminate where possible. Therefore, students will not be able to use their lockers until further notice and they will have to carry their equipment for lessons, and their PE kit as necessary, around with them.

Classroom resources, such as text books, can be used by different classes within the same year group. Students will use exercise books as usual, and if teachers need to take them in, students will put them in a pile as they leave the room and the teacher will leave them untouched for 48 hours before marking them. They will then leave the books untouched for 48 hours before handing them back to students, ensuring they have sanitised their hands before handling them. Alternatively, some teachers may prefer to continue marking online.

Transport to school

The government is encouraging students to walk or cycle to school wherever possible. If students are brought to school by car, please drop them in and collect them in the normal manner and do not get out of the car yourself. This is to avoid the gathering of a large number of people.

For those students who would normally come to school on the school bus, the usual bus routes will be available. However, as all students will be returning to school, the buses will be full and social distancing will not be possible. Furthermore, although each year group will be separated from the other year groups during the school day, this will not be possible on the buses. Consequently, students are required to wear face masks while on the bus. If they use a reusable mask they should put it in a plastic bag within their school bag when they arrive at school, and should have a clean one, in a separate plastic bag, for the return journey. If they use a disposable mask, they should dispose of it in a lidded bin in their tutor room.

3. Education

The Curriculum and Timetable

There has been some speculation in the media that schools may have to limit the curriculum to a focus on English and Maths in order to catch students up in these vital core subjects. Secure knowledge and skills in these subjects impacts positively on all areas of the curriculum, of course, but in our opinion, they should not be taught in isolation. An effective, broad curriculum provision across the school enables all subjects to inter-relate and for learning in one area to support learning in another. Moreover, student interest and motivation are more likely to be maintained at a higher level if they are provided with a high quality and varied curriculum. We are therefore delighted to see that the government is advising that the curriculum should remain broad, balanced and ambitious:

The key principles that underpin our advice on curriculum planning are:

- education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.
- remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.

We will therefore be offering a 'normal' timetable for all year groups, but in order to minimise the mixing of groups of students, we will keep students in Key Stage 3 (years 7 – 9) in the same teaching groups for all subjects except those in the Performing Arts / Design and Technology 'block' of subjects which have smaller groups due to the practical nature of the subjects. This is in line with government guidance:

Schools may keep children in their class groups for the majority of classrooms time, but allow for mixing into wider groups for specialist teaching. If this can be achieved it is recommended as it will help to reduce the number of people who could be asked to isolate should someone in the groups become ill with COVID-19.

In year 7 the sets will be mixed ability for all subjects. In years 8 & 9 they will be in broad ability groups. Having the same teaching groups for most subjects is not ideal because, for example, a student who excels in English may not be as confident in Science. Therefore, the timetable has been constructed so that different setting can be applied to different subject groups (English & Humanities; Maths & Science) in years 8 & 9 should it be considered safe to do so at a later stage in the year. The Key Stage 4 (years 10 & 11) and Key Stage 5 (year 12 & 13) teaching groups will need to stay as they are in order for students to access specialist teaching and the right tier of entry.

Government advice is also that schools should minimise movement around the school:

When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in a corridor is low risk, schools should avoid creating busy corridor, entrances and exits. Schools should also consider staggered break and lunch times.

In order to reduce movement around the school as much as possible, we have changed the timetable to 3 x 100-minute lessons per day rather than 5 x 60-minute lessons per day currently in place. The balancing of 30 lessons per fortnight as opposed to 50 means that

some subjects will have a few more minutes per fortnight and some will have a few less. Our plans are for the core subjects to gain a little extra time, in order to support students' catching up in these key areas, and for other subjects to be reduced a little in KS3. In KS4 all the options subjects will have the same amount of time as they do currently, but core PE will be reduced a little to enable English, Maths and Science a little additional time and to ensure that Science can still be divided evenly between Biology, Chemistry and Physics. In KS5, the adjustments to the timetable will also give a little increased time to re-sit groups in year 12.

The times of the school day will therefore be as follows:

08.55 – 09.15	Tutor time/assembly
09.15 – 10.55	Period 1
10.55 – 11.15	Break
11.15 – 12.55	Period 2
12.55 – 13.35	Lunch
13.35 – 15.15	Period 3

Provision for catch up

We will apply the fundamental principles of the 'diagnosis, therapy, testing' cycle to inform our teaching and intervention plans as we support students to full educational recovery. The first stage is therefore to gather and analyse information about which students have fallen behind, by how much, and in what areas.

Diagnosis

Teachers are currently collating information about which students have been able to submit work consistently throughout the school closure period and which students have fallen behind with this for various reasons. They are also surveying which topics or sections of work have proved to be most difficult for students and will need most urgent revision. The face-to-face contact that we have been able to have with students in year 10 and 12 this term has contributed greatly to this process for informing the priorities for the curriculum for the year 11 and year 13 students next year and we are very glad such a high proportion of the students elected to come into school on those days.

Similarly, the online lessons we have been conducting recently with KS3 has helped staff begin to get a clearer idea of which areas of the curriculum need revisiting most urgently. Some subjects have also set home-learning tasks for the KS3 students which involve a measurable 'test' element within them which will enable teachers to quantify knowledge and progress.

Staff will analyse the progress students have made during the closure period and continue to assess their progress continuously throughout the year as we always do, through a combination of questioning, discussion, low stakes testing in class, and other informal and formal assessment methods.

Therapy

We anticipate using several approaches to enable the students to 'catch up'.

The most urgent need will of course, be to support the students in year 11 and year 13 to attain the best possible results in their examinations next summer. We will use a variety of methods to identify gaps in their knowledge and understanding (as outlined above) and then provide lunchtime and/or after school sessions with a subject specialist to help them to make the progress they need to make. This would be with specialist tutors or their normal teachers.

The parents/carers of those students who are identified as needing particularly intense support to catch up will be invited in to a meeting in order to discuss bespoke arrangements for their child. The identification of which students will be provided with interventions will be decided using staff's professional judgement. The school will not be able to respond to requests from parents/carers as there may well be a large number who believe their child should receive interventions, but only the school is in the position of understanding the priority of need across the school.

Nearer the exam period, as we always do, we will provide extra revision sessions for all students who need them in lunchtime and after school sessions. Additionally, we normally offer sessions in the school holiday periods and/or at weekends during the spring and summer terms, and invite specific students to specific sessions in order to make this provision as bespoke as possible.

At Prince William we provide, routinely, high quality teaching and learning, and this will support most students to catch up very effectively over an extended period of time. Thus, we anticipate that most students in Key Stage 3 will not need large amounts of additional intensive tutoring. However, for those that we identify as needing it, we intend to provide opportunities after school to work through work set by their subject teachers supervised by a member of staff. We intend to run such groups according to the area in which students live, (for example Monday might be Corby catch up day, Tuesday might be Thrapston etc) so we could also provide a bus to transport students home afterwards.

Again, it is very important to ensure that these interventions are led by the school, based on evidence and professional judgement, and are not based on requests of individual parents or students.

We also will be providing additional opportunities for students to read widely as a strategy to support all students to catch up academically. All students are asked to bring a reading book to school, and KS3 English lessons will focus more on reading strategies and literacy, with year 7s having a designated literacy lesson once a fortnight. Additionally, we are looking into resources that students will be able to use at home / on line that will support all students across core subjects.

Teaching Assistant (TA) support will be prioritised for students with Education & Health Care Plans (EHCPs) and we are going to allocate one TA to each year group to minimise movement of staff between year group 'bubbles'.

Testing

As the year progresses, staff will submit 'currently working at' grades for all students termly as usual. This will be analysed and discussed, as per our usual routines, to identify any students who need additional intervention. We intend to do two sets of mocks as usual for Year 11 and Year 13, but starting earlier to give us more time for the gap-filling that we anticipate being necessary.

Students who have benefitted from interventions will need to have their progress assessed to ensure the provision is effective and having the impact required. Furthermore, the process of continuous rigorous monitoring, both in the classroom and through more formal methods, will continue to identify other students who may benefit from intervention.

As we have no academic attainment information about our new year 7 cohort, we intend to do Cognitive Abilities Tests (CATs) with this year group in order to attain long-term targets and therefore establish flight paths for them.

Our ambition is to ensure our students are not disadvantaged for years to come by this pandemic, so we aim to provide the full curriculum to all students, albeit with some having some modifications (as outlined above) where that would be a better provision for them as individuals.

4. Daily routines in school

Student arrival

Public Health England is clear that it is not necessary to check each student's temperature as they arrive at school as it is not a reliable method for identifying COVID-19. Consequently, we will not be checking temperatures on arrival. However, all students will be expected to sanitise their hands when they arrive at school.

Students will enter the site through specific entrances, according to their year group, as set out in the section below.

Year group zones

The government's guidance states:

Minimising contacts and mixing between people reduces transmission of coronavirus. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved by keeping groups separate and through maintaining distance between individuals.

In secondary schools, these groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching.

Whatever the size of the groups, they should be kept apart from other groups where possible and children should be encouraged to keep their distance within groups where possible.

We are therefore allocating separate areas of the school to each year group, which means the organisation of tutor groups will have to be by year groups rather than by house temporarily. Students must use the correct entrance for their year group's to enter the site and remain in their correct area for all break and lunch times. There will also be specific food outlets for each year group to use as specific times. In order to help staff monitor this effectively, students will be given a lanyard and ID badge holder in September, with the lanyard being the colour for their year group. The zones are summarised in the table below and the further detail can be seen on the maps in the appendix to this document.

Year group	Entry to site	Tutor rooms	Area for break and lunch times	Food outlets
7	Pedestrian gate to left of gates in front of reception	English/MFL block	English/MFL block and area around reception	Canteen
8	Through car park next to Astro turf	Maths block	Maths block, area by drama studio, and front third of astro turf	The Pod at break The Pit Stop at lunch
9	Access road around the left side of school leading to the Humanities block	Humanities block	Humanities block and Humanities car park area	Canteen
10	Through car park next to Astro turf	Mobiles	Netball court behind mobiles and back third of astro turf	The Pit Stop
11	Through car park next to Astro turf	Science block	Science block, in front of Science block, and middle third of astro turf	The Pit Stop
12 & 13	Through usual pedestrian gate	Central area	Sixth Form Centre and outside the back of it	The Pod at break The Canteen at lunch

Hand-washing routines

Hand sanitiser will be available in every classroom. All students will be required to sanitise their hands as they arrive at their tutor group room. They will also be required to sanitise their hands at the start of every lesson, as they enter the classroom, and as they leave the classroom to go to break, lunch, and at the end of the day before getting on the bus.

Students should obviously also wash their hands after going to the toilet and there are poster above basins reminding students to wash them for at least 20 seconds on each occasion and of the correct method to use in line with the current COVID-19 guidelines.

Hand dryers

Evidence suggests that hand dryers are capable of spreading droplets containing COVID-19 particles. Consequently, the hand dryers have been switched off and paper towel dispensers

have been installed throughout the school. Used paper towels should be disposed of in the lidded bin provided.

Toilet usage

There should never be more than one student in the cloakroom (the room containing the cubicles and the basins) at a time, and students will need to queue, observing social distancing, as necessary. In order for staff to be able to monitor that students are not gathering in cloakrooms, and to minimise the need to touch doors and door handles, the doors from the cloakroom into the corridor have been removed. Absolute privacy is still obtained by using one of the cubicles.

Classroom layout

Government guidelines state that classrooms should be set out with all the students facing the front and leaving a 2m wide space at the front of the room so that the teacher can stay 2m away from the students.

It is strong public health advice that staff in secondary schools maintain distance from the students, staying at the front of the class, maintaining a 2m distance from their colleagues and their students. In particular they should avoid close face to face contact and minimise the time spent within 1m of anyone.

Desks / table tops will be cleaned between classes.

One-way system

There is a one-way system in place around the school, marked with arrows on the ground. It is also shown on the map in the appendix to this document. All students will be expected to follow this route when they have to move from one room to another and at break and lunch times when moving from lessons to their year group's social zone or to their designated food outlet. They should stay at least 1m away from each other at all times.

The one-way system is designed to ensure staff and students do not cross paths, or face each other, when walking around the school. Staff may have to take the quickest route possible, rather than follow the one-way system, between tutor time and period 1 because they will be the last to leave the tutor room but need to aim to be the first to arrive at their teaching room in order to minimise students having to queue in corridors.

Fire alarm

If the fire alarm sounds, students should not follow the one-way system, but instead follow the established quickest routes out of the building and out to the Astroturf. There, they will line up in their year group, based tutor groups ready for the register to be taken.

Break and Lunch time

As explained above in the 'Year group zones' section, each year group will have a designated area of the school which they must be in for the whole of every break and lunch time. Students in different year groups must not mix. The zones have been chosen in response to

the relative size of each year group. Each zone has an outdoor social area and toilets, and each is centered around that year group's tutor room block (apart from the sixth form, which will use the sixth form centre) so if it is raining students go into their tutor rooms. Each year group also has a designated food outlet to use and a route to get to it and back to their social zone. Details of the areas and route to the relevant food outlet is provided on the map in the appendix. All food outlets will serve the same range of foods and break time and at lunch time so that no year group is disadvantaged in terms of the food available to them. Each year group may only use their food outlet at a specific time, as set out in the table below, to ensure students in different year groups do not mix.

Times	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12 & 13
8.55 - 9.15	Tutor/Assembly	Tutor/Assembly	Tutor/Assembly	Tutor/Assembly	Tutor/Assembly	Tutor/Assembly
9.15 - 10.55	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
10.55 - 11.05	Break (The canteen)			Break (The pit stop)		Break (The pod)
11.05 - 11.15		Break (The pod)	Break (The canteen)		Break (The pit stop)	
11.15 - 12.55	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2
12.55 - 1.05	Lunch (The canteen)	Lunch (The pit stop)				
1.05 - 1.15				Lunch (The pit stop)		
1.15 - 1.25			Lunch (The canteen)		Lunch (The pit stop)	
1.25 - 1.35						Lunch (The Canteen)
1.35 - 3.15	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3

Leaving the school site

At the end of the school day students may leave by the quickest route to the car park using the pedestrian gates, the route through the car park by the astroturf, or the service road around the side of the school which leads to the Humanities block. Staff will monitor the car park at the end of each day, as usual, to ensure no gathering of large numbers of people and to ensure students get onto the buses sensibly and with their face masks on.

5. Student wellbeing

Mental and emotional wellbeing

Students may be experiencing feelings such as anxiety, worry, grief and a sense of loss. They may be unsettled by the fact that, upon their return to school, things are very different and they may be in classes with different students and staff members.

Staff are aware of this and will allow time for students to reflect on and share their experiences so they feel heard, supported, and less isolated. The Pastoral Office and the Hub will be able to offer support and the school also has access to counselling for some students.

If a student is hurt or becomes unwell

Students should not attend school if they are unwell, or if someone in their household is suffering from coronavirus symptoms.

If a student feels unwell or needs first aid they will be asked to go to reception for care as usual.

If any student or member of staff becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the government's [COVID-19: guidance for households with possible coronavirus infection guidance](#). The school has several infrared thermometers which enable a person's temperature to be taken without the need for physical contact. This may be useful in deciding if a student needs to be sent home.

If a student who is suspected of having symptoms of coronavirus is awaiting collection, they will be moved to the medical room near reception which has a window which can be opened for ventilation. They will be isolated in that room behind a closed door and monitored remotely by reception staff. If the student needs to use the toilet while waiting to be collected, they should use the toilet next to the medical room, and reception staff will then put a sign on that toilet door to tell staff not to use it until it has been thoroughly cleaned.

There are two reserve medical rooms that can be used in a similar way as necessary.

PPE will be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained.

6. Response to any infection

Engage with the NHS Test and Trace process

Staff and students must not come into the school if they have symptoms of COVID-19, and must be sent home to self-isolate if they develop symptoms in school.

If a member of staff or a student becomes ill with symptoms of COVID-19 the school will contact their local [Public Health England health protection team](#). The person who is showing COVID-19 symptoms will be required to:

- [book a test](#). All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

- [self-isolate](#) until the result of the test is known. Members of their household should also isolate until the result of the test is known.

The school must be informed immediately the result of the test is known:

- If the test is negative, and the person feels well and no longer has symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if the test is positive, the person should must follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days from the onset of the person's symptoms.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

The school must take swift action when it becomes aware that someone has tested positive for coronavirus (COVID-19) and contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the school in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the school will keep a record of students and staff in each group, and any close contact that takes places between children and staff in different groups.

A template letter will be provided to schools to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the student or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should also self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#)

Contain any outbreak by following local health protection team advice

If a school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of students self-isolate at home as a precautionary measure – perhaps the whole site or year group.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

7. Contingency planning

The Government has introduced a 4-tier strategy to contain any outbreaks of the virus.

Tier 1 – school open to all pupils

Tier 2 – a rota system: 3 year-groups in school for 2 weeks, then the other 3 year-groups in school for 2 weeks. (We would have Y7, 8 & 10 together and then Y9, 11 & 6th form together).

Tier 3 – one or more year-groups doing remote learning at home (but vulnerable and key workers' children in school, regardless of year group).

Tier 4 – all students doing remote learning from home apart from vulnerable students and key workers' children.

Tiers 2 & 3 – what we will do

- If one or more year-groups are at home, we will follow the normal timetable. We will teach normal lessons to all the students in school and then deliver a Teams lessons to any groups who are at home.
- To give the students some flexibility about organising their day (particularly important for students who are sharing IT equipment and/or work spaces at home) all Teams lessons will be recorded, so students can access them later if they need to, and some KS3 subjects will set 'project work' through EduLink instead of delivering Teams lessons.
- Teams lessons will be delivered for all KS4 and all KS5 lessons, at the times they would normally be taught, according to the timetable.
- Teams lessons will be delivered for all KS3 lessons in English, Maths, Science, History, Geography, RE, Spanish, and French at the times they would normally be delivered according to the timetable.
- Project work will be set on EduLink for all KS3 lessons for PE, Computer Science, Art, Technology, and Performing Arts. These staff will set and monitor the work during their normal timetabled lessons.
- The Teams lessons will include extended periods of time when students are expected to complete tasks independently, though the teacher will still be available to answer questions.
- As students will, under tier 2 or 3, only be working remotely for 2 weeks at a time, they can hand their work in when they return to school.
- We will provide students with a pad of A4 paper to do their work on at home, and they can stick pages into their various exercise books when they return to school.
- Students who do not engage with the lessons or complete work will be sanctioned when they return to school.

- Key stage 3 students have been reminded how to access Teams in computer science lessons. There is also a student user guide on the school website: <https://pws.emat.uk/1755/accessing-online-lessons>
- Vulnerable students and key workers' children may be in school at all times, unless their year group has been told to isolate because of a positive COVID test result. They will be supervised in a computer room and will complete the work set by their teachers as if they were at home.
- Students have been provided with a label that they can stick into their planner to remind them of the essential information they need to access all online learning.

It is vital that all families have an Edulink account so that we can communicate easily in the event of remote learning becoming necessary again.

Tier 4 – what we will do

This is a return to full lockdown like we had in March, effectively. The government has made it clear that returning to this is an absolute last resort.

Vulnerable students and children of key workers could continue to come to school and complete work in the computer rooms, if their parents/carers wanted them to, but everyone else would be at home.

We would use Teams teaching and project work as outlined above for tiers 2 & 3, but we would also have to return to students submitting work electronically. We would note on SIMS those students who do not complete work by given deadlines and tutors would phone the parents/carers of any students with more than 5 such notes to let them know the situation and ask if there are any problems we can support them with.

Provision of work for students who are isolating

If a student is absent because they, or a member of their household, has tested positive for COVID, or because they, or a member of their household, has COVID symptoms and are isolating while they wait for a test result work will be provided for students to access through EduLink.

8. The Premises

Reception

Reception will be open from 09:00 – 16:00 as usual. Only one person will be allowed in the 'public' side of reception at a time and marks on the ground outside indicate the expectations for queuing. Parents and carers are asked to phone or email reception rather than visiting it in person if at all possible. The sliding glass window in reception should be kept closed as much as possible.

If a visitor is waiting for someone, or a student is in 'first aid', and sitting on a chair in reception they will be 2m away from someone standing at the sliding glass window, which is a satisfactory distance. The chairs in reception have been changed to plastic chairs so that they can be cleaned easily after someone has sat on them.

Finance Office

If a student needs to talk to the finance staff there can only be one person in that corridor at a time, and others must wait outside reception.

Pastoral Office

If a student is asked to sit in the pastoral office for any reason they will be allocated a place and must stay in that place. The chairs in pastoral have been changed to plastic chairs, and will be cleaned after each use. The Student Welfare Officers will be based in the inner office and staff and students should not enter that office. They may talk to them from the doorway, but not go in.

Cleaning

The school has been deep cleaned and will be thoroughly cleaned again over the summer holidays. Throughout the period of lockdown, the site team continued their routines to minimise the risk of Legionella growth. Regular cleaning will be carried out from 06:00 until 08:00 and then from 15:15 until 18:00 daily. Between these times two cleaners as well as members of the site staff will be onsite at all times to spot-clean all constantly touched surfaces, door handles, toilet flushes, light switches, etc.

We will be following government guidance as set out in [COVID-19: cleaning in non-healthcare settings](#). We will

- clean surfaces that students are touching frequently, such as desks, chairs, doors, sinks, toilets and light switches more regularly than normal
- ensure all classrooms have a box of tissues and hand sanitiser
- ensure that bins for tissues have lids on them
- clean tables in the canteen after a student leaves before another student sits at it
- ensure, where possible, all spaces are well ventilated using natural ventilation
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and further aid ventilation.

Government guidance states that there is no need for anything other than normal personal hygiene and washing of clothes following a day at school.

9. Policies and risk assessment

Risk assessment

The Headteacher and EMAT have completed a risk assessment for Prince William School, although it is recognised that it will be subject to change as medical advice and government guidance change.

Behaviour policy

Whilst we recognise the need to be tolerant as students re-adjust to the school environment, the health and safety of all staff and students is of paramount importance, and students must obey the instructions regarding social distancing and other measures to minimise infection. Consequently, a paragraph has been added into the start of the behaviour policy stating that:

Any pupil who commits serious or persistent breach of the new COVID-19 protection rules may be sanctioned by the Headteacher using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion.

Information for parents/carers regarding Covid-19

A separate section has been set up on the school website that is exclusively information relating the Covid-19 to make it easier for parents and carers to find this information easily. It contains all policies which have been altered in response to Covid-19 as well as all letters the school has sent out about it and the latest government advice about it.

Please find this section by clicking on the link at the top right of the website home page or by using this link:

<https://pws.emat.uk/1732/covid-19-information>

Appendix

1 The one-way system



2 Student arrival and tutor time



3 Break time and Lunch time zones



4 Proposed menu

Menu					
	Monday	Tuesday	Wednesday	Thursday	Friday
Break	Hotdog £1.80/90p Pizza £1.20 Herby Dice 99p Panini £1.80/90p	Beef Burgers £1.80/90p Wedges 99p Sausage Rolls £1.20/60p Waffles £1.20	Bacon Baguette £1.80/90p Pizza £1.20 Herby Dice 99p Panini £1.80/90p	Breakfast Wraps £1.80 Waffles £1.20 Curly Fries 99p Sausage Rolls £1.20/60p	Meatball Subs £1.80 Pizza £1.20 Chips 99p Panini £1.80/90p
Lunch	Macaroni Cheese £1.60 BBQ Chicken Wrap £1.80 Pizza £1.20	Chilli Con Carne & Rice £1.60 Panini £1.80/90p Waffles £1.20	Macaroni Cheese £1.60 Peri Peri Wrap £1.80 Pizza £1.20	Chicken Curry & Rice £1.60 Chilli & Rice Wrap £1.80 Waffles £1.20	Macaroni Cheese £1.60 Panini £1.80/90p Pizza £1.20
Pasta & Jacket Potato	 <p>Authentic Sauces served Daily with Pasta, £1.60 Gluten Free Option is Available. Baked Potato with a Choice of Filling, £1.60 Extra Fillings 20p</p>				
Cold Option	<p>A Selection of Homemade Baguettes from 90p to £1.80 Mixed Salad Box Starting at £1.20</p>				
Cold Desserts	<p>Fruit Pot, Cheesecakes, Yogurt and Jelly 45p/90p Homemade Cakes and Biscuits from 90p to £1.05</p>				
Some dishes may vary and are subject to change.					
 <p>Teeding the imagination</p>					