

## Plans for the full re-opening of Brymore in March 2021

### **Guidance for Staff, Parents and Boys**

#### **Testing arrangements**

On return to school boys will be tested three times (where parents give permission) using the lateral flow tests spaced approximately three days apart. Once these tests have been completed boys will be given home testing kits in order to take the tests at home, twice a week. Parents will need to bring their son in on the first day and will be asked to wait in their car until the first test has been completed. Parents will be asked to take their son home again if he tests positive. If the result is negative, then boys will go to their scheduled lesson. Parents do not need to bring their son into school and wait for the result for the second and third test.

#### **Testing schedule - Boys**

##### Sunday 7<sup>th</sup> March 2021

Year 7 and 8 boarders to return between 4.00pm - 5.30pm

Year 9 and 10 boarders to return between 5.30pm - 7.00pm

Year 11 boarders to return between 7.00pm - 8.30pm

Boys are to report to the main hall for testing and parents are to remain in their car until the test result is known. Families with boys in more than one year group can bring both boys back at the same time.

##### Monday 8<sup>th</sup> March 2021

Year 11 out-boarders to return between 9.00am - 10.00am

Year 10 out-boarders to return between 11.00am - 12.00pm

Boys are to report to the main hall for testing and parents are to remain in their car until the test result is known. Families with boys in more than one year group can bring both boys back at the same time.

##### Tuesday 9<sup>th</sup> March 2021

Year 9 out-boarders to return between 9.00am - 10.00am

Year 8 out-boarders to return between 11.00am - 12.00pm

Year 7 out-boarders to return between 1.00pm - 2.00pm

Boys are to report to the main hall for testing and parents are to remain in their car until the test result is known. Families with boys in more than one year group can bring both boys back at the same time.

##### Wednesday 10<sup>th</sup> March 2021

All boarders will receive their second test.

##### Thursday 11<sup>th</sup> March 2021

All Year 10 and 11 out-boarders to receive their second test.

##### Friday 12<sup>th</sup> March 2021

All Year 7, 8 and 9 out-boarders to receive their second test.

### Sunday 14<sup>th</sup> March

All boarders to receive their third test on return.

### Monday 15<sup>th</sup> March

All boarders who returned on Monday and all Year 11 and 10 out-boarders to receive their third test and be issued with home testing kits.

### Tuesday 16<sup>th</sup> March

All Year 7, 8 and 9 out-boarders to receive their third test and be issued with home testing kits.

## **Testing at home - Boys**

Boys are expected to carry out a test at home twice a week. Boys aged between 12-17 should self-test and report the result with adult supervision. Those aged 11 should be tested by an adult.

Testing is voluntary but strongly encouraged and parents should report the result to NHS Test and Trace as soon as the result is known either online or by telephone as per the instructions in the home test kit. Parents should also share their result whether void, positive or negative with the school to help contact tracing. Boys with a positive LFD test result should self-isolate in line with the stay-at-home guidance and they will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result done at home. **Boarders** will be expected to carry out a test at home before they normally return on Sunday night or Monday morning and we will oversee the second test in school.

## **Testing schedule - Staff**

All staff will receive home testing kits on or before Friday 5<sup>th</sup> March which will be an INSET day. Staff will have an opportunity to speak with the staff that are trained as testers on that day should they need any support with carrying out the tests at home. Testing is voluntary but strongly encouraged and staff should report their result to NHS Test and Trace as soon as the result is known either online or by telephone as per the instructions in the home test kit. Staff should also share their result whether void, positive or negative with the school to help contact tracing. Staff with a positive LFD test result should self-isolate in line with the stay-at-home guidance and they will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result done at home. These PCR tests are available in school. Staff need to carry out a test-at-home twice a week.

The testing centre will be the hall until all boys have received all three tests. Once this has been completed the testing centre will revert to the old dining hall.

## **Staff trained as testers**

A Wilkinson, J Crossman, D Carter, L Warren, V Phillips, S Heath, C Graddon, J Webb (to be trained), P Ball, J Catley-Day, Z Williams, C Gyatt and S Vowles.

## **Staff trained in admin support**

A Wilkinson, J Catley-Day, L Gardner and S Vowles.

## THE 'DAY' SCHOOL

### Introduction

It is important all parents read and understand this guidance and ensure that they are aware of all updates as they are published. The only thing that is certain is that the situation and guidance is constantly changing, and we have to be ready to adapt at short notice.

### 1. MINIMISING COVID-19 RISKS

We will continue to comply with health and safety law and ensure the appropriate risks are assessed and that proportionate control measures are in place. The school has introduced a system of controls to help minimise the risks of Covid-19 which can be grouped into two key areas: 'prevention' and 'response to infection'.

#### Prevention

No one is to come into school if they have Covid-19 symptoms and must follow the Government guidance set out below about when to self-isolate.

#### *When to self-isolate*

*The medical advice is clear: You must self-isolate if you have tested positive using a LFD test, have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:*

- *high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)*
- *new, continuous cough - this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)*
- *loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal*

*For more information, read the further [guidance on symptoms](#).*

*If you have one or more of these symptoms, you must self-isolate straight away for 10 days - or longer if you still have symptoms other than cough or loss of sense of smell/taste.*

*If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 10 days.*

If a boy in school develops symptoms or has a positive test he will be sent home immediately, and parents will need to ensure they are able to pick boys up at short notice. Parents must then follow the Government 'guidance for households with possible or confirmed coronavirus (Covid-19) infection.' Whilst waiting to be picked up boys will be isolated from the rest of the school in the surgery and staff attending him will wear PPE. The layout of the surgery allows us to meet all Government guidance on isolation including being behind a closed door, in a ventilated room, visible to staff with the use of a separate toilet. Once collected the surgery will undergo a deep clean. If a boarder develops symptoms, then the process followed will vary slightly as outlined in the boarding section at the end of this document.

All staff who have dealt with a boy with symptoms must wash their hands thoroughly for 20 seconds and the areas of the surgery where the person was isolated needs to be cleaned with household bleach. If there is a confirmed case in the school then all parents will be informed and the bubble affected will be identified only. The identity of the person infected will not be shared with parents.

Parents must ensure that anyone who develops symptoms or tests positive using a home testing kit remains at home for 10 days starting from the day of the positive test or when the symptoms started. They must also arrange for a PCR test. All members of the household must also self-isolate for 10 days. If a member of the family develops symptoms within that time, then the 10 days of self-isolation starts again and the member of the family with symptoms must book a test.

### **Cleaning hands thoroughly more often than usual**

We will do everything that is reasonably possible to keep high use areas and equipment clean and will have an enhanced cleaning programme. However, we believe that keeping the boys and adults clean is key to preventing the spread of the virus. Everyone will be expected to clean their hands on entry to every room. Hand sanitiser is available outside all high usage areas and staff will ensure all boys use it at all times. This includes tutorial, every lesson, the dining hall and all social spaces including the boarding houses.

### **Respiratory hygiene**

Boys will be reminded each morning of the importance of the 'catch it, bin it, kill it' approach and we have ensured we have an adequate supply of tissues and lidded bins available. Every member of staff who regularly interacts with the boys will have hand sanitiser and tissues readily available in order to ensure the consistency of these important messages. Posters have been placed throughout the school site in all key areas re-enforcing this message. Staff will be visible throughout the school also.

### **Face masks**

Boys have always been expected to wear face masks during tutorial, in boarding house common rooms at lunchtime, when entering and leaving a classroom and the dining hall and in the main corridor in the teaching block. Boys will now be expected to wear a face mask in all lessons and during assembly. Staff will also be expected to wear a face mask unless they are able to maintain a two-metre distance from the boys. Face masks are not expected to be worn when moving around outside. Boys will be advised about the safe use, removal and storage of face masks. **Face visors or shields should not be worn as an alternative to face masks, however, they can be used as well as face masks.** Boys should have a **plastic bag** to store their face mask when it is not in use.

### **Enhanced cleaning**

We have introduced a revised cleaning schedule that ensures enhanced cleaning of high use areas and frequently touched surfaces. This does mean that some types of cleaning may be reduced such as vacuuming classrooms each day. We have also increased the cleaning of the toilet areas.

### **Minimising contact between individuals and maintaining social distancing**

#### **Bubbles**

We will be operating a year group 'bubble' system as recommended by the Government which will be identical to the system used in the Autumn Term. This will operate throughout the day where boys in each year group will be kept apart where possible. Boys are currently taught in year groups however; they will also socialise separately in different zones around the school and we will have two break and lunch periods so that only three year groups are socialising at any one time. It must be recognised that boys will socialise outside of these bubbles at other times mainly before and after school. Boarders will be in a separate bubble in the evenings and this is permitted under Government guidance.

#### **Assemblies**

There will be one assembly each week (starting in the second week back) for a year group at a time led by a member of the Senior Leadership Team. There will be no singing and no giving out of certificates however award winners names will be read out. Boys will be seated to ensure social distancing and are to sit on the same chair for every assembly. Face masks will be worn throughout. The theme will follow the weekly theme with an emphasis on procedures/safety and mental well-being. There will be strong emphasis on the Brymore ethos throughout.

Year 7	Monday
Year 8	Tuesday
Year 9	Wednesday
Year 10	Thursday
Year 11	Friday

## **Tutorials**

We intend to keep the vertical tutor system as it is well established and strong relationships have been formed with boys and their families. Boys will need to wear face masks when they line up, enter and throughout tutorial. They must also wear them when leaving tutorial if they are based in the teaching block, with masks to be worn in the teaching block corridor. Boys will sit in their own year groups in the classroom, where social distancing will be made easier, as there will always be one year group in assembly, so class sizes are smaller. There will be a seating plan that is constantly applied to facilitate track and trace if necessary. All classrooms will have boys in rows facing the front. Where it is safe to do so tutors will open their tutor base early (not possible in some rooms) to avoid boys having to queue where social distancing is hard to enforce.

## **Classrooms**

All classrooms will be arranged with tables in rows and boys facing the front. The teacher should remain at the front where possible and try and maintain 2m social distancing. If this is not possible then the amount of time where this is not adhered to should be kept to a minimum and face masks worn. Learning support staff can circulate but should try and keep some distance where possible and avoid face to face support. Learning support staff will also wear face masks in lessons. Teachers and learning support staff should try and maintain 2m social distancing from each other as should all staff at all times. Most classrooms have an entrance and an exit, and these should be strictly controlled. In the teaching block classes will line up outside and a clear area for each class has been identified. The path running the length of the teaching block has been widened to allow boys to pass each other safely. Boys will exit rooms from the inside door and there will be a one-way system from Room 2 towards science. Boys and staff must wear face masks whilst in the teaching block corridor. All rooms have hand sanitiser and staff should welcome boys in a controlled manner and boys should clean their hands-on entry. To avoid prolonged queuing boys should enter the classroom on arrival, rather than waiting for everyone to arrive and all classrooms have an outside area where the boys can wait before lessons away from other classes. All classes should have a seating plan, adequate tissues, a bin and the relevant posters displayed. Windows and doors need to always remain open. Boys must line up and enter the classroom wearing face masks and keep them on throughout the lesson. The movement of boys in classrooms should be kept to a minimum however in some lessons such as Design and Technology it is accepted movement is necessary. Boys should line up for tutorials and classrooms in the usual areas except the following:

Science	Boys will line up outside the rear entrance facing Sedgemoor Tree Services
Art	Boys line up in the newly created middle path leading to the dining hall
ICT	Boys line up behind the white line parallel to the art/ICT classroom
PE/Games	Boys to line up at the front of school

## **Practical lessons/Cleaning**

Practical lessons will continue, and staff must insist boys clean their hands before using any equipment and that the equipment is cleaned regularly.

## **Social spaces**

Indoor social spaces will be made available at break times and at lunchtimes with each year group having their own indoor and outdoor social space however, it must be accepted that boys will need to move around the site for many reasons. The proposed spaces at break time are:

Year 7	Kemp House common room and the area immediately outside
Year 8	The main hall and the area immediately outside*
Year 9	Reid House common room and the area immediately outside
Year 10	School House common room, the marquee and the MUGA
Year 11	School House common room, the marquee and the MUGA

\*During the first week of testing this will be Reid House common room and the area outside the dining hall.

Break time will be split with Years 7, 8 and 10 having break at 10.40am before returning to period 2 at 11.00am. Years 9 and 11 will have break at 11.00am with period 3 starting at 11.20am for all.

Boys will be required to clean their hands on entry to the common room, and they should also wear a face mask. Each common room has a maximum capacity of 20 people. If the maximum limit is reached staff will ask boarders to move into their dormitories.

### **The Dining Hall and food**

At break time there will be a limited offer that consists of either 'packaged' products or easy to eat finger food with bottled water/drinks available. Boys are encouraged to bring in snacks where possible.

We will continue to use the biometric system and staff will ensure it is cleaned between each use.

We will split lunchtime and period 4 into two equal periods. Years 7, 8 and 10 will have lunch first at 12.20pm whilst Years 9 and 11 are in lessons. This arrangement will then be reversed as Years 7, 8 and 10 go to period 4, Years 9 and 11 will have lunch at 1.10pm. Social spaces at lunchtime will be:

- Year 7 Kemp House common room and area outside
- Year 8 Reid House common room and area outside the main hall\*
- Year 11 School House common room, the marquee and the MUGA
- Year 9 Reid House common room and the area outside
- Year 10 School House common room, the marquee and the MUGA

\* During the first week of testing this will be Reid House common room and the area outside the dining hall

Years 7, 8 and 10	Lunch from	12.20pm - 1.00pm
Years 9 and 11	Period 4 from	12.20pm - 1.10pm
Years 7, 8 and 10	Period 4 from	1.00pm - 1.50pm
Years 9 and 11	Lunch from	1.10pm - 1.50pm

At lunchtime we will have two areas for the boys to line up. One where they line up usually and one running parallel to it. Boys will continue to come down at set times but we will alternate lining up points so that there will only ever be two year groups lining up at once, in two separate areas. The dining hall will also be divided in two so that each year group can sit together without mixing. Boys will have to record their name on the sheet provided on the tables and will need to sit with their own year group. Additional cleaning staff are available to clean the tables throughout the lunch period and boys will not be asked to wipe down tables. Boys entering the dining hall will be strictly controlled to minimise the need for boys to cross each other when taking their plates back to be washed.

Boys will be expected to wear face masks when they line up and enter the dining hall and can remove them once they have sat down.

Boys with packed lunches are able to eat their lunch in the social space allocated to their year group.

The library will also be open to a single year group on a given day.

- Year 7 Monday
- Year 8 Tuesday
- Year 9 Wednesday
- Year 10 Thursday
- Year 11 Friday

## **Activities/PE/Games**

The activity programme has been completed and largely keeps boarders and out-boarders apart. Fitness will also continue for the rugby squads only and will separate boarders and out-boarders. Where possible out-boarders will complete their activities immediately after school and before 5.15pm and boarders will complete theirs after prep. All activities must have an individual risk assessment. Chads will continue to use the 'onsite' route and year groups will be kept apart where possible. Boarders will need to change for activities in their dormitories. Out-boarders need to use the following changing rooms:

Year 7	Nearest the hall
Year 8	Cellars
Year 9	Back of school house
Year 10	Horticulture
Year 11	Agriculture

Boys will be expected to wear face masks in the changing rooms and a maximum of 15 students should be in the changing rooms at any one time.

## **Out-boarders**

Where possible parents are asked to collect out-boarders immediately after school unless they are taking part in an activity. Out-boarders on site and not doing an activity will put undue pressure on the pod system. If parents are unable to do this they are asked to contact the house parent of the boarding house their son is attached to, to inform them of the anticipated pick up time. Parents are also asked not to drop their son off too early if possible.

## **Toilets**

Guidance suggests we should not have separate toilets however have allocated year groups to specific areas and this should be encouraged where possible.

The proposals are:

Years 7 and 8	Teaching block
Years 9	Toilets nearest the main hall
Year 10 and 11	Toilets immediately outside the staff room

Prefects will manage the toilets at break and lunchtime and there will be a one in and one out policy where possible. The main door should remain open and the cubicles only should be used. If more than one person uses the toilets at one time then face masks should be worn.

## **Lockers**

The locker room will be managed by prefects at lunchtime and break-time and will be limited to five boys being allowed in at any one time.

## **Parental drop offs and picking up**

Parents will be allowed on site only in a vehicle to drop off and pick up. They must always remain in the car unless visiting reception or purchasing plants on a Friday. Appointments must be made to visit any other member of staff and staff are encouraged to hold meetings by telephone or Microsoft Teams where possible. Other than on the first and last day of each half term, parents must not enter the boarding house. On a Friday out-boarders can be picked up from 3.30pm and we ask parents of boarders not to arrive before 4.00pm, where possible.

### **Visitors/Supply teachers**

Where possible professionals will be encouraged to meet either via Microsoft Teams or by telephone. We will use supply teachers only where necessary and we will try and maintain our policy of rarely cover where possible. We have produced clear guidance for visitors and will ensure they have had time to read it before they enter the main school site. We will continue to ensure all visitors report to reception.

### **Taking books and resources home**

Everyone will be encouraged to minimise the need to take equipment and books home. Where possible prep should not require boys to take books home and books should remain in the classroom. Other equipment such as boots etc should be kept in the boy's locker. It will be necessary for staff to take books and papers home from time to time to ensure boy's work is marked appropriately. Staff must ensure there is a 24 hour gap between books being handed in and taken home, and another 24 hour gap before they are returned after marking. Books should be handed in at the end of a lesson and handed out by a boy at the start of lessons. The boy giving out the books should clean his hands before and afterwards and always wear a face mask.

### **Changing rooms**

Changing rooms will be subject specific except during Friday activities and after school when they will be year group specific. This will ensure the mixing of year groups and bubbles will be kept to a minimum. Changing rooms will be allocated as follows:

PE/Games	Changing rooms nearest the hall, back of school house and cellar changing rooms
Land based/ Agriculture and Horticulture	Agriculture and Horticulture changing rooms and the Jones building
Forest School	Cellar changing rooms

Year 7 Forest School/Agriculture and Horticulture should divide each class into two and offer staggered changing times.

Boys should wear face masks in the changing rooms.

Staff will supervise boys and be a presence inside the door of the changing rooms where possible to insist on social distancing. For each lesson staff will establish where each boy gets changed which should then remain the same for every lesson. Staff must keep a record of this. All personal belongings must be removed at the end of each lesson with nothing stored in the changing rooms. Boys are to sanitise their hands on entry and exit at the end of the lesson. Showers should only be used if absolutely essential. Boys must wear a face mask inside the changing rooms and a maximum of 15 allowed in at any one time.

For Friday activities and after school activities boarders should change in their boarding house. Out-boarders should use the following changing room:

Year 7	Nearest the hall
Year 8	Cellars
Year 9	Back of school house
Year 10	Horticulture
Year 11	Agriculture

The site team will clear the changing rooms at the end or start of each day.

## **Duties**

Both farm and garden duties will resume on Tuesday 9<sup>th</sup> March. Morning farm duties will be covered by boarders and evening farm duties will be covered by out-boarders.

## **Friday activities**

Year 11 will have the opportunity to attend additional catch-up sessions during Friday activities. Friday activities will continue to be offered on a year group basis.

## **Responses to an infection**

Everyone must ensure that they understand the NHS Test and Trace process, and everyone must be prepared to:

- Book a test and to self-isolate if they are displaying symptoms
- Provide details of anyone they have been in close contact with if they test positive or are asked to by NHS Test and Trace
- Self-isolate if they have been in close contact\* with someone who develops symptoms or who tests positive

\* *Close contact means:*

- Direct close contact - face to face with an infected individual (less than 1m) including being coughed on face-to-face
- Proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

In the event of a positive test the school will contact the health protection team, who will provide definitive advice on who should be sent home. Household members of those who have been sent home do not need to self-isolate.

If we have two or more confirmed cases of Covid-19 within 14 days or if there is an overall rise in sickness where Covid-19 is suspected, then we will work with the health protection team to determine whether larger numbers of people need to self-isolate as a precautionary measure.

## **2. SCHOOL OPERATIONS**

### **School transport**

We will continue to operate the Minehead and Williton bus with the following measures in place:

- Boys will need to use hand sanitiser on entry and exit of the bus
- The bus will be cleaned each day and will not be used for other visits during the day
- Boys should observe social distancing whilst waiting for the bus
- Boys must wear face masks
- Boys must sit in Year groups where possible and sit in the same seat for each journey

Please note that the bus will not be available to pick up Year 10 and 11 students on Monday 8<sup>th</sup> March as parents will need to bring their son in at the allocated time. There will be a bus home on that day. On Tuesday 9<sup>th</sup> March the bus will not be available for Years 7, 8 and 9 to come into school (but it is for Years 10 and 11) but it will be available to take all boys home.

### **Premises**

Additional wash basins have been provided and water fountains switched off. Good ventilation is essential, and staff will ensure windows and outside doors remain open where possible during the day. Please note fire doors should not be kept open unless they are fitted with an automatic release mechanism.

**Educational visits**

There will be no educational visits or school fixtures at this time. When visits are allowed the Minehead and Williton minibuses will not be used for school visits. Year 11 will not be allowed on any visits during the school day unless it is an essential part of their GCSE study.

**Well-being and support for boys**

We have continued to monitor the mental health and well-being of the boys through online lessons, tutorials and phone calls home. The RSHE (Relationships, sex and health education - formerly known as PSHRE) scheme of learning, the tutorial programme and the assembly themes will be adjusted to take into account increased anxiety and stress and will focus on building relationships, dealing with issues related to Covid-19 and supporting the mental health and well-being of boys when they return.

**Behaviour expectations**

These will not change however we will not tolerate Covid-19 related behaviours such as deliberately coughing at someone. Boys will be constantly reminded about social distancing and the need for good hygiene. The referral system has changed and will now be based on Year groups and not subjects to avoid breaking year group bubbles.

**Uniform**

Normal uniform expectations will continue however boys will be allowed to wear coats both in and out of lessons at the discretion of the member of staff.

## **BOARDING**

### **1. MINIMISING COVID-19 RISKS**

All the controls that have been put in place for the re-opening of the school apply equally to boarding. However, there are some boarding specific additional controls.

#### **Reducing the chances of an infection in a boarding house**

##### **A. Before opening**

1. All parents are given these procedures for reducing and dealing with Covid-19 in a boarding house and agree the action required should their son present with symptoms. Either we will keep any boarder with symptoms/tests positive at school and will arrange for a PCR test to be carried out or parents pick up their son and arrange for the test themselves. Any boy testing positive will need to be picked up and taken home.
2. All parents must agree not to send their son back if he presents with symptoms. These symptoms are outlined at the beginning of this document. This also applies if a family member has Covid-19 and if a boy needs to quarantine following travel abroad.

##### **B. On arrival**

1. Parents have been given staggered drop off points and can only help carry cases to outside the entrance of the boarding house. Year 7 and 8 parents only will be allowed to help their son unpack.
2. Parents are not to enter the boarding house.
3. All boarders are temperature checked on arrival.
4. Clear instructions are given to the boys about procedures that must be followed.

##### **C. Daily routines**

1. All boarders are temperature checked twice a day, once in the morning and once in the evening.
2. All boys to clean their hands every time they leave or enter the boarding house.

##### **Pods**

Kemp and Reid will be divided into three 'pods' of boys who will be prevented from mixing in the house. School House will be divided into two pods. Each pod will be classed as a 'household' for self-isolation purposes. Boys will be able to mix (socially distanced) outside during activities but not inside the boarding house.

##### Kemp

Pod A = Cluster 2 (Dorms 6-10)

Pod B = Cluster 1 (Dorms 1-5)

Pod C = Cluster 3 (Dorms 11-14)

##### Reid

Pod A = Cluster 1 (Dorms 1-5)

Pod B = Cluster 2 (Dorms 6-10)

Pod C = Cluster 3 (Dorms 11-14)

##### School House

Pod A = 2<sup>nd</sup> floor (Dorms 6-10)

Pod B = 1<sup>st</sup> floor (Dorms 1-5)

### **Use of common room/Evening timetable/prep**

Access and Egress - In Kemp and Reid boys should not walk through the common room when another pod is in there so all access and egress will be through same door. Pods will be released one pod at a time at pinch points. In School House the top floor pod will go in and out of back door and use the back stairs. The middle floor pod will use the main front of house door and use internal stairs.

Shower times will be on a rota per dormitory and arranged when staff can speak to the boys to seek their preference- morning or night. Pods will have their own allocated bathroom and showers and pods will not be able to mix.

The kitchen will only be used by one boy at a time and can only be used when they have common room time.

The kitchen will be closed to boys **15 minutes prior** to end of their common room session. Staff will then clean and wipe down all surfaces and touch points and ensure all cutlery is washed up and or put into dishwasher.

Common rooms will be vacated **5 minutes** prior to end of session allowing staff to clean and wipe down all touch points, hard surfaces, TV controls and activities equipment prior to next pod being allowed into the common room.

### **Kemp House Pod Structure of evening timetable:**

3.45pm - 4.30pm	<b>Pod A</b> Common Room Time/ <b>Pods B and C</b> Free time
4.30pm - 5.15pm	<b>Pod B</b> Common Room Time/ <b>Pods A and C</b> Free time
5.15pm - 6.15pm	<b>Pod C</b> Common Room Time/ <b>Pods A and B</b> Free time
6.15pm - 7.15pm	Prep
7.15pm - 7.50pm	<b>Pod A</b> Common Room Time/ <b>Pods B and C</b> Free time
7.50pm - 8.25pm	<b>Pod B</b> Common Room/ <b>Pods A and C</b> Free time
8.30pm - 9.05pm	<b>Pod C</b> Common Room/ <b>Pods A and B</b> Free time

### **Reid House Pod Structure of evening timetable:**

3.45pm - 4.30pm	<b>Pod B</b> Common Room Time/ <b>Pods A and C</b> Free time
4.30pm - 5.15pm	<b>Pod C</b> Common Room Time/ <b>Pods A and B</b> Free Time
5.15pm - 6.15pm	<b>Pod A</b> Common Room Time/ <b>Pods B and C</b> Free time
6.15pm - 7.15pm	Prep
7.15pm - 7.55pm	<b>Pod B</b> Common Room Time/ <b>Pods A and C</b> Free time
8.00pm - 8.35pm	<b>Pod C</b> Common Room/ <b>Pods A and B</b> Free time
8.40pm - 9.30pm	<b>Pod A</b> Common Room/ <b>Pods B and C</b> Free time

### **School House Pod structure of evening**

3.45pm - 4.30pm	<b>Pod A</b> Common Room/ <b>Pod B</b> Free time
4.30pm - 5.15pm	<b>Pod B</b> Common Room/ <b>Pod A</b> Free time
5.15pm - 6.15pm	<b>Pod A</b> Common Room/ <b>Pod B</b> Free time
6.15pm - 7.15pm	<b>Pod A and B</b> Prep time in dorms (Year 11s in CADCAM)
7.15pm - 8.15pm	<b>Pod B</b> Common Room/ <b>Pod A</b> Free time
8.15pm - 9.00pm	<b>Pod A</b> Common Room/ <b>Pod B</b> Free time
9.00pm - 9.30pm	<b>Pod B</b> Common Room/ <b>Pod A</b> Free time

Registration will take place in dormitories. When handing in technology the office will be vacated by staff and boys will place technology in one at a time.

Prep will take place in the boys' dormitories except for Year 7 and 11 who will use classrooms. Rooms will have additional cleaning.

## **Social distancing and preventative measures to be put into place**

- Parents to pick up and drop off outside of the boarding house and are not to enter the boarding house. Questions can be directed via email/telephone to house staff or house staff will go outside to speak to parents if needed.
- Boys will only be allowed into dormitories within their own pod and are not to enter for any reason into other pods
- Boys are not allowed to socialise in other houses but can outside with social distancing.
- Maximum number in cluster bathrooms will be four at a time
- Shower times will be staggered and managed- time slots will be arranged with each dorm
- Common rooms will be managed with social distancing in mind and boys can only use them when their pod is scheduled to use it. Boys will be asked to relocate to their dorms if too many are in the space with a maximum occupancy of 20. Movie nights will be split into different year groups to reduce the volume of boys in at one time.
- Boys to hand sanitise on their way in and out of the building, when entering the kitchen and into the clusters
- Maximum of one boy to be in the kitchen at any one time. All items to be washed up once used.
- Boys to be educated to open doors with no hands
- Where suitable, dormitories to always have a window open
- Only one person allowed in the offices in Reid and Kemp at a time including staff
- Individual risk assessments will be completed for every boy who may find social distancing difficult

## **Breakfast**

Breakfast will be split into two sittings and all boys will need to use hand sanitiser on entry and exit.

### **1st breakfast (Mr Watts and Mr Fewtrell)**

- Kemp house to eat breakfast in dining hall from **7.25am - 7.55am**
- Boys will sit 3 at a table to maintain social distancing and must be sat with boys from their pods. Boys must sit in the same seat for every breakfast.
- Egress will be out of the back entrance on the dining hall where they normally come in for tea, safely, small groups at a time.
- Boys to line up per house and in pod groups
  - Kemp Pod A - Library side of path
  - Kemp Pod B - Beside dining hall
  - Kemp Pod C - Horticulture side of path

Stacking and moving of chairs will not take place to reduce movement and all cereals / drinks etc to be placed on tables to minimise movements and gatherings within dining hall.

### **2<sup>nd</sup> breakfast (Mrs Long and Mr Spridgens)**

- Reid house to eat breakfast in dining hall **8.00am - 8.25am**
- Boys will sit three at a table to maintain social distancing and must be sat with boys from their pods.
- Egress will be out of the back entrance on the dining hall where they normally come in for tea, safely, small groups at a time
- Boys to line up per house and in pod groups
  - Reid Pod A - Library side of path
  - Reid Pod B - Beside dining hall
  - Reid Pod C - Horti side of path

## **School House Breakfast**

All boys will be woken at 7am as per normal House routine and boys will be expected to be dressed in uniform as they would, if using the main dining hall.

Kitchen staff will deliver a food trolley that will have hot options in thermal containers, milk, hot water and bread.

Cereal, fruit and juice will be collected after tea each evening as per the usual routine but kept separate for the morning.

Breakfast in the House will run with 2 sessions:

**Pod 1 Year 9 (13)                    7.15am to 7.40am**

Year 9 can then have time after breakfast to shower/tidy dorms/clean their teeth.

**Pod 2 Year 10/11 (25)            7.45am to 8.15am**

Years 10 and 11 have time to shower and tidy dorms prior to breakfast and enough time after to clean teeth and be out of the house for 8:30 as per usual routine.

Trolley returned to kitchen after breakfast.

## **Tea**

Hand sanitiser to be used on entry and exit. Boys will sit maximum three to a table on alternate chairs and can only sit with boys from their own year group. The doors to be open where possible and staff will clean the tables between each sitting. All boys must wear a mask whilst lining up and allowed to remove mask once seated.

4.50pm - 5.00pm	Year 7
5.00pm - 5.10pm	Year 8
5.30pm - 5.40pm	Years 9
5.40pm - 5.50pm	Year 10
5.50pm - 6.00pm	Year 11

## **Cleaning**

1. A thorough clean will take place every day to include wiping down all surfaces in communal areas, all door handles, high use surfaces, showers and toilets.
2. Anti-bacterial sprays and wipes will be available for boarding staff to use as required on regular use surfaces such as pool cues etc.
3. All soft furnishings will be removed from the common room

### 3. PROCEDURES FOR DEALING WITH A SUSPECTED CASE IN A BOARDING HOUSE

Boys presents symptoms/tests positive with a LFD test	<ul style="list-style-type: none"> <li>• Arrangements for a PCR test made immediately if a home test kit was used</li> <li>• Parents contacted to agree next steps - either boy is taken home or isolated in school for 10 days and until all symptoms other than a cough and loss of smell/taste has gone</li> <li>• Parents of other boys in the dormitory also contacted and informed (no names given)</li> <li>• Boy isolated in isolation dormitory in their boarding house and all social contact is restricted</li> <li>• Food is taken to the boy; lessons are completed remotely, and he is to have a separate bathroom/shower</li> <li>• Arrangements should be made to test all boys in the pod if advised by the public health team</li> <li>• All boys in the pod will need to self-isolate until PCR result is known</li> <li>• Boys who shared the dormitory should be housed in the isolation dormitory until the PCR test result is known. These boys need to be isolated from others in the pod.</li> </ul>
PCR test proves negative	<ul style="list-style-type: none"> <li>• Boy still needs to self-isolate for 10 days</li> <li>• All other boys do not need to continue to self-isolate unless they develop symptoms</li> <li>• All parents are contacted</li> <li>• Deep clean of dormitory and isolation dormitory required</li> </ul>
Test proves positive	<ul style="list-style-type: none"> <li>• Boy is picked up by parents where he will remain for 10 days and until all symptoms other than a cough and loss of smell/taste has gone</li> <li>• Positive test must be reported to PHE</li> <li>• Arrangements should be made to test all boys in the pod if advised by the public health team</li> <li>• All boys will need to continue to self-isolate for 10 days</li> <li>• All parents to be contacted</li> <li>• Deep clean of dormitory and isolation dormitory required</li> </ul>