



## **Guidance for the Full Opening of Kirkstone House School March 2021 Part of the School's Business and Emergency Continuity Plan.**

Introduction from the Headmistress:-

On March 8<sup>th</sup> we will welcome back all of our pupils to resume their education at Kirkstone House. We have remained open for vulnerable pupils and those of key workers throughout lockdown and this has been done safely and successfully with no outbreaks of Covid-19 in School amongst either staff or pupils. Our aim now is to ensure the safety of all pupils and staff who will be returning to School and to enable all to settle back to face to face education.

This guide is similar to that published in September but with some amendments to it. It is therefore absolutely essential that this guide is read and understood and that it's advice is heeded. This document should be read in conjunction with the updated School's Covid Risk Assessment.

Staff have further responsibility to ensure that Classroom Risk Assessments and Personal Risk Assessments have been updated as necessary.

As with any changing situation, we will continue to monitor the National and Local situation and we will have regard to all advice from the DfE; Public Health England.

A handwritten signature in black ink that reads 'Corinne Jones'.

Corinne Jones  
Headmistress

## **Guidance for the Full Opening of Kirkstone House School September 2021**

This guidance has been written with regard to: DfE Covid-19 Operational Guidance (applicable from March 8<sup>th</sup> 2021).

The aim of this guidance is to manage risk related to Covid in relation to the full opening of Kirkstone House School. The scope of this guidance covers:

- Steps the School will take to minimise the risks of Covid-19 transmission
- The process that should be followed if anyone develops Covid-19 symptoms while at school.

This guidance covers:

- School operations, including teaching staff; management of buildings / grounds; catering and transport.
- Teaching and learning; curriculum; behaviour; pastoral support; safeguarding and pupil risk assessment.
- Assessment and accountability, including plans for inspection.
- Contingency planning in case of self-isolation of multiple pupils or staff; local outbreaks or further lockdown.

### The System of Controls

Having assessed risk, Kirkstone House will implement a system of controls, adopting measures to the fullest extent possible in a way that addresses identified risks.

### Prevention:

- minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms or who have someone in their household who does, does not attend school;
- there is regular lateral flow testing of pupils and staff in line with Government guidelines;
- clean hands thoroughly and more often than usual (reminders are displayed throughout the school);
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
- introduce enhanced cleaning, including frequently touched surfaces using standard cleaning products such as detergents and bleach. Staff are responsible for maintaining classroom hygiene throughout the day. Classrooms and other areas will have enhanced cleaning at the end of the school day;
- minimise contact between individuals and maintain social distancing wherever possible;

- wear necessary appropriate personal protective equipment (PPE) when required, for example, administering first aid. Staff and pupils in Senior School must wear face coverings in public spaces such as corridors and in classrooms if social distancing is not possible.

### School Operations.

As most areas of school have been closed since lockdown, a full Health and Safety check has been carried out by the Proprietor.

This has included:

- flushing the water system in accordance with the school's legionella risk assessment and policy;
- checking that there are no water leaks in the water system and that there is provision of hot water;
- disinfecting the water system by raising the temperature of the heating of the system;
- testing the smoke / fire alarms;
- checking the fire door mechanisms;
- checking the gas supply;
- checking kitchen equipment;
- checking the fixed wiring;
- checking emergency lighting;
- inspecting all known asbestos sites;
- inspecting for rodent activity and commissioning pest control as required;
- servicing of reprographic and other equipment.

### Cleaning

The School has put in place a cleaning schedule that ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms and shared areas that are used by different groups;
- frequently touched surfaces being cleaned more than normal (this will include teachers' use of sanitiser spray in classrooms after each lesson);
- toilets being cleaned more regularly;
- deep cleaning prior to re-opening.

## Staff

This guidance has regard to advice from the Department of Health and Social Care and Public Health England and DfE in addition to guidance from NASUWT.

Our aim is to ensure a safe working environment for all staff through introducing a range of measures to reduce risk of transmission of Covid-19.

The safety of the School Staff is of paramount importance. Kirkstone House has a legal obligation to protect its employees and others from harm and will continue to assess health and safety risks in order to mitigate the risks of Covid-19 to pupils and staff.

All staff are required to complete a personal health risk assessment and to ensure that this is updated as necessary. Health Risk Assessments are available from Mrs B Taylor in the main school office.

1. Staff who are clinically vulnerable.

Staff who are clinically vulnerable will be able to work from home.

2. Staff who are pregnant.

Pregnant women are in the 'clinically vulnerable' category. A risk assessment for a pregnant employee will be carried out and the School will follow guidelines published by the Royal College of Obstetrics & Gynaecology (RCOG).

3. Staff who may otherwise be at risk from Covid-19.

Some people with particular characteristics may be at comparatively increased risk from Covid-19. This includes: age; sex; where people live; deprivation; ethnicity; peoples occupation. These staff can work in School as long as the controls set out in this guidance are in place.

4. Testing and Vaccination

All staff will undertake lateral flow testing at home and will record data according to DfE requirements. Staff have been offered a vaccination for Covid-19.

## Supporting Staff.

The Proprietors have regard to staff work-life balance and well-being. Staff will be informed of the measures that the School is keeping to keep them safe prior to the start of term. This guidance and full risk assessment will be sent electronically and staff will have the opportunity to seek clarification or to raise issues.

The Education Support Partnership (<http://www.educationsupport.org.uk/>) provides a free helpline for school staff and targeted support for mental health and well-being.

If any member of staff has any concerns / worries about returning to School, they should speak to Mrs C L Jones (Headmistress).

## Staff Deployment.

In preparing for the future full return to School, a review of workload and existing practices has been carried out. We will continue as in September to:

- Review the size of teaching groups to ensure that social distancing is possible;
- staff briefing in Senior School will take place on Mondays only in the Ante Room. Wednesday and Friday briefings will be communicated via email. Staff should still arrive at 8:40am but will be able to set up classrooms instead of attending further briefings.
- Staff Room & Kitchen Area – staff may still make use of the staff room and kitchen facilities but are asked to be alert to overcrowding. Staff are asked not to socialise in the kitchen area in order that all staff are able to make drinks. All mugs, cups, plates etc. must be washed up immediately after use and stored in individual pigeon holes. Sanitiser is available in the kitchen area and it is the responsibility of all staff to maintain a hygienic environment.
- Signing In – Staff should use their own pen when signing in and out of School.
- Classrooms – Most staff have their own teaching space although some rooms are shared. We have endeavoured to reduce the number of rooms used by different staff and if you are covering 'study periods' this will generally be in your own classroom. Staff must ensure when possible that windows and door are open for maximum ventilation.
- Staff Meetings – Staff meetings will be held in the Ante Room in order to facilitate appropriate social distancing.
- Events and Parents' Evenings – These will continue to be kept under review. Decisions will be taken about face to face meetings according to the local picture and government advice.

## Recruitment

Recruitment will continue as usual adhering to legal requirements of Safer Recruitment. However, initial interviews may take place remotely to reduce the number of adults entering School.

## Deploying Visiting Specialists (including peripatetic staff).

Kirkstone House will continue to support pupils requiring input from external visiting specialists. Visitors to the School must complete a visitor's form in the main office and must adhere to the School's social distancing rules. Visitors to the School must wear face coverings and note instructions in respect of hand sanitising.

## Staff Taking Leave.

The government has set a requirement for people returning home from some countries to quarantine on their return. As would usually be the case, staff need to be available to work in School at the start of term.

There is a risk that where staff travel abroad, their return arrangements could be disrupted due to factors arising beyond their control in relation to Covid-19, such as the potential for reinstatement of lockdown measures in the place they are visiting. Where it is not possible to avoid a member of staff having to quarantine during term time, working arrangements will be amended to enable working from home.

## Educational Visits.

There will be no educational visits at present.

## Extra-Curricular Activities.

Before and after school provision will re-start on March 15th. Social distancing and extra cleaning will be implemented. Likewise, clubs will resume but there must be no contact sports.

Parents are encouraged to limit the number of external agencies / wrap around / clubs that their children attend outside school.

## Catering.

The dining room and kitchen will remain fully open as it has been since lockdown. Senior and Lower School pupils will be separated when using the dining room. Lower School will go for lunch at

12:00noon and Senior School pupils at 12:45pm. This will enable dining room staff to sanitise tables between service. All staff and pupils must use hand sanitiser before entering the dining room.

### Transport.

Pupils on dedicated school services do not mix with the general public but the School will take the following precautions:

- pupils will use hand sanitiser upon boarding and disembarking;
- there will be additional cleaning of vehicles;
- there will be distanced queuing and embarking / disembarking;
- there will be distancing within vehicles as far as possible;
- face coverings will be used.

Taxi providers will be expected to provide the School with their risk assessment.

### Curriculum, Behaviour & Pastoral Support.

The key principles that underpin our curriculum planning are:

- All pupils including those with SEN receive a high-quality education that promotes their development and prepare them for the opportunities, responsibilities and experiences of later life.
- The curriculum remains broad and meets the needs of all individual pupils of all abilities.
- Our provision in relation to remote education is high-quality and aligns as closely as possible with in-school provision.

### Music.

There is an additional risk of infection if pupils are singing, playing or shouting. This applies even if pupils are at a distance. Changes will, therefore be made to the music curriculum. The School will follow all advice from the DfE.

### Physical Education.

Sports equipment will be cleaned between use by different groups and contact sports will be avoided. Outdoor sports will be prioritised. If pupils have PE at the end of the day, they may come to school in their KHS PE kit. There will be no fixtures against other schools.

### Pastoral Support.

We will ensure that we provide additional pastoral support for pupils who may find the return to school difficult.

This will take the form of:

- supporting the rebuilding of friendships and social engagement through social skills groups and social stories;
- supporting pupils in their understanding of Covid-19 through PSHE and Form Time;
- supporting pupils with approaches to improving their physical and mental well-being;
- using ELSA trained staff to support vulnerable pupils;
- using Talk and Art groups.

The School will continue to work with external agencies which support pupils' mental health such as CAMHS.

### Behaviour Expectations.

The School's Behaviour Policy has been updated to incorporate expectations relating to safety and Covid-19. We will work closely with pupils and parents to ensure that all expectations are understood. If a pupil persistently ignores hygiene or social distancing rules, they will be removed from their class group. They will receive further explanation and guidance in relation to keeping safe before being allowed to re-join their class.

If any pupil deliberately breaks Covid-19 safety guidance with intent to threaten or cause harm, they will be excluded from School. Dependant on circumstance, there may be cause for permanent exclusion.

### Assessment and Accountability.

There will be a CCrag Inspection this half term but ISI Inspections will resume later in the Summer Term.

### Contingency Planning for Outbreaks.

If a local area sees a spike in infection rates that is resulting in localised community spread, local advice will be followed. All staff are required to have remote education plans in place in case there is local or national lockdown. The School will consider how to build on and improve the provision which we have made previously.

Staff will continue to develop on line materials and resources which enables them to carry out meaningful assessments and to give constructive feedback. If School is closed all lessons will move to on-line learning through Google Classrooms.

Staff should also ensure that pupils have enough text books in case they are required to study from home. The School will continue to provide LSA support for pupils with SEN which will involve remote support. LSAs will liaise with parents to deliver requirements of ECHPs when teaching pupils remotely we will:

- set assignments so that pupils have meaningful work each day in all subjects;
- teach a well-planned, sequenced curriculum so that knowledge and skills are built incrementally with a good level of clarity about what is intended to be taught and practiced in each subject;
- provide frequent, clear expectations of new content, delivered by a teacher in the School or through quality curriculum resources and on-line lessons;
- gauge how well pupils are progressing through the curriculum and set clear expectations about how work will be assessed;
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments;
- plan a programme that is equivalent to the core teaching pupils would receive in School, ideally with daily contact.

The School will continue to use Google Classrooms with grids being issued to parents on Thursdays.