



The Perse School – COVID 19 Health and Safety Advice and Guidance September Update

Please find attached the Health and Safety Advice which has been approved by the Board of Governors for the opening of the School to **all** year groups from Tuesday 1st September. The opening will be in line with the Government guidelines published on 2nd July 2020. The School's insurers require us to follow Department for Education (DfE) guidance as a condition of our operating insurance. As such we have to act within the guidance which applies to all schools, including those in the independent sector. Please read the guidance carefully and if you have any questions please don't hesitate to ask. Parents should discuss the School's plans with their children to ensure they understand the guidance.

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Specific Pelican and Prep information will be sent out separately.

Introduction

Returning to school is vital for children's education and for their wellbeing. In welcoming all children back this autumn, we are implementing a series of control measures to reduce risk.

The School closely monitors the latest national and local government guidance in relation to Covid-19 in order to stay up to date with any necessary measures. The School's risk assessments and health and safety advice for pupils, staff and visitors have been updated in light of the latest national and local government advice. The School has adopted the Government's COVID-19 steps for safe opening, which are as follows:

1. The School has carried out a COVID-19 risk assessment and shared the results with staff, parents and pupils;
2. The School has enhanced cleaning, handwashing and hygiene procedures in line with government guidance;
3. The School has taken all reasonable steps to maintain distancing in the workplace;
4. The School recognises that where pupils and staff cannot distance, we have done everything practical to manage transmission risk, such as reducing contacts between year group bubbles, maximising ventilation and rigorous enhanced cleaning

5. The School will be actively engaged with NHS Test and Trace;
6. All spaces in use will be well ventilated with classroom desks spaced and arranged where possible to be forward facing;
7. Staff will endeavour to maintain a 2 metre distance from pupils and other staff as much as possible;

The School displays a poster confirming compliance with these steps in Reception areas. Plans, risk assessments and health and safety advice will be updated to follow any changes to official guidance and relevant changes will be communicated to staff, pupils and parents.

We will be reminding pupils and staff to keep safe with the 5 S's:-

- **Self isolate** and book a test if you have symptoms
- **Stay** in year group bubbles/locations
- **Sanitise** hands and surfaces regularly
- **Sneeze/cough safely** – follow 'Catch it, Bin it, Kill it'
- **Social distance** wherever possible

5 S's poster will be displayed in all classrooms and offices.

Risk Assessments, Policies and Procedures

Risk assessments take into account the number and age of pupils attending each site. Staff are provided with the risk assessments and any updated policies, procedures and training are provided. The Risk Assessments and Health and Safety Plan are published on the School website and have been approved by the Governing Board.

In relation to opening schools, we acknowledge that it is not possible to ensure a totally risk-free environment and the Office for National Statistics suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school and as a result, we can plan for all children to return.

The School will monitor the arrangements in place to ensure a safe environment to check they are effective, working as planned and updated appropriately considering any changes in public health or government advice.

Prevention:

All staff, pupils and parents should:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms – a high temperature, a new continuous cough, or loss or change to sense of smell or taste - or who have someone in their household who does, do not attend school and must follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. Anyone who has tested positive in the last 7 days should not attend school. Those who develop symptoms during the school day will be sent home and must follow the [stay at home guidance](#);
- 2) regularly, thoroughly wash hands for at least 20 seconds with soap and water/hand sanitizer. Hands should be washed on arrival at school, at breaks, before and after eating, before and after using school transport, before and after sport, music, PES or any other extra-curricular activity/club, and before leaving the site. Gel is available in all classrooms, offices and entrances/exits to the school. Pupils will be regularly reminded on the need to wash their hands more often and to use sanitiser.

The School will:

- 3) ensure excellent respiratory hygiene by promoting the 'catch it, bin it, kill it' approach; The 'catch it, bin it, kill it' approach continues to be very important, so there will be tissues and bins in all classrooms and offices which will be emptied at regular intervals;
- 4) ensure enhanced cleaning arrangements are in place, including cleaning frequently touched surfaces, using standard products such as detergents and bleach, with particular attention paid to frequent hand contact surfaces (door handles, push plates, banisters, keyboards, pcs and library tables). In addition to enhance cleaning at break and lunchtimes, where pupils are moving rooms, pupils and/or staff as appropriate will be required to wipe down surfaces at the start and end of lessons, and before using workspaces that include shared pcs. Wiping down surfaces provides an opportunity for each person to satisfy themselves that their own space is clean and virus-free before they touch the surface. Rooms will be equipped with tissue wipes, cloths and sprays.
- 5) A ventilation survey has been completed to help to maintain safe air flow by opening doors and windows and using appropriate types of mechanical ventilation. Some door wedges will be available to enable classroom doors to be wedged open whilst the room is in use to reduce hand contact on the door handle. Please note with regards to wedges:
 - These may ONLY be used for classroom or office doors, while the classrooms or offices are in use (please remove when the room is empty);
 - The wedges may NOT be used to hold open any fire doors in corridors or stair wells;

Classroom and office windows will be opened to improve the flow of fresh air. Staff are requested to close windows at the end of the day, to assist site security. Heating will be adjusted to compensate for open windows.

In staff offices, staff will be required to wipe shared desks and IT equipment before and after use. Staff will be required to sit 2m apart, unless where screens have been installed (e.g in the science office where there are face to face work stations). Staff will need to relocate to an alternative working area, as required, if they cannot maintain social distancing in an office. Alternative workspaces include classrooms and, at the Upper, the café and the Loft.

All one way systems, ventilation, room occupancy, sanitation and circulation notices must be followed in full and at all times. There will be specific queueing and seating arrangements for lunch.

- 6) As specified by the DfE the school will operate a system of year group bubbles. These are designed to minimise contacts and the mixing of people which in turn reduces the transmission risk. Pupils must keep within year group bubbles and until further notice there will be no mixing of year groups apart from small groups where bubbles can maintain 2 metres distance from each other e.g. subject clinics. Pupils will only be able to mix in their own year groups, this will include classrooms, outside areas and recreational spaces. This will require the re-organisation of some extra-curricular activities (e.g. games, PES, music, drama, clubs) and social spaces (e.g. dining hall and Sixth Form Centre). There must be no physical contact between pupils at any time and pupils must maintain social distance. We will support pupils in maintaining distance, encouraging them to remain at least an arm's length apart within their year group.

Where possible, adults should keep 2m apart from pupils and other adults. Year groups should keep 2m apart. 1:1 meetings between teachers and pupils should occur either at distances greater than 2 metres, or for durations of less than 15 minutes. No direct physical contact is permitted.

- 7) Some brief contact between different year groups is inevitable in corridors/stairs but this should be kept to a minimum. Where brief contact occurs risks can be reduced by limiting the time involved and maintaining social distance. Mixing outdoors is lower risk than mixing indoors. Minimising contacts between pupils and staff will help to reduce transmission of COVID-19. Staff will try to keep their distance from pupils and other staff as much as they can and should maintain social distance wherever possible. Pupils will be required to stay within their year group and minimise mixing with other year groups to ensure the full range of the curriculum can be taught. Teachers and staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Teachers and staff should clean their hands when moving between bubbles. Where possible activities will take place outside – for example PE lessons, games lessons and extra-curricular activities such as drama and outdoor pursuits.

Maintaining a distance between people whilst inside and reducing the amount of time staff and pupils are in face to face contact lowers the risk of transmission. DfE advice recommends that staff maintain distance from their colleagues where possible. In particular, staff should maintain social distance from each other, and from children and avoid face to face contact and minimise time spent within 1 metre of anyone where practicable.

Staff and pupils must maintain a 2 metre distance in one-to-one meetings. 1 metre is permissible if the meeting will last less than 15 minutes.

Classrooms have been set up so pupils are seated, where possible, side by side, 1 metre apart and facing forwards. Pupils will be able to clean their desk before and after use. Pupils should sit in designated seating plans for NHS Test and Trace purposes.

Screens have been installed in areas of the school for example: reception, learning support and counsellors rooms and library areas.

- 8) Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Pupils and staff should limit what they bring into school and must have their own set of headphones at the Prep and Upper. Classroom based resources that are used with a shared year group can be used, but these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or year groups, such as sports, art, music and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different year groups.

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of resources and rotation should apply to these resources. Staff and pupils must wash or gel their hands regularly when handling shared equipment and books.

9) Please be aware that during this pandemic the health and safety of pupils and staff in school also depends on their behaviour outside of school, as infections acquired outside of school can be brought into school. As such please give careful thought to term time behavior outside of school and remember that the risk of infection can be reduced by:

- Prioritising social distancing
- Minimising the number of social contacts
- Avoiding higher risk situations e.g. large numbers of people mixing in poorly ventilated indoor spaces without adequate protective measures.
- Limiting the number of term time non-school bubbles pupils belong to such as community groups and sports clubs. The mixing of children between bubbles increases the risk of contagion. We want to do all we can to reduce the chances of disease transmission so that all members of the school community (and their families) stay safe and healthy, and the school remains open.

Response:

The School will:

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

Reporting pupil or staff illness:

Pupil or staff illness should be reported in the usual way. If a child or member of staff is unwell whilst in school, they must report to the relevant site medical centre. PPE will be worn by staff caring for a child or member of staff with a COVID-19 symptoms.

Any member of staff who has helped someone with symptoms and any pupil who has been in close contact with them will not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test). Everyone must wash their hands thoroughly for 20secs with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned.

Response to a Covid-19 infection:

In the event of an infection the School will contact the local health protection team and NHS Test and Trace. Staff, pupils, parents and carers must be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school.
- provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace.
- self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19.

Anyone who displays symptoms of COVID-19 must not attend school, should get a [test](#) and **must** follow the [stay at home guidance](#). All symptoms must be taken seriously, but the testing statistics show that most people with Covid like symptoms test negative for Covid-19.

Essential workers, which includes anyone involved in education or childcare, have priority access to testing. The Government has advised that by the autumn term, all schools will be provided with a small number of home testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.

Parents and staff must inform the school nurses, or school offices at the Pelican and Prep, immediately of the results of any test:

- if someone tests **negative**, if they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating. Other members of the household can stop self-isolating.
- if someone tests **positive**, they should follow the [stay at home guidance](#) and must continue to self-isolate for at least **10 days** from the onset of their symptoms and only return to school if they do not have symptoms other than a cough or loss of sense of smell/taste. The 10 day period lasts 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.

If a child is awaiting collection, they will be moved to a separate monitor isolation room and use a separate bathroom if required. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact will not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test).

The local health protection team will also contact the school directly if they become aware that someone who has tested positive for COVID-19 attended the school.

The School and the local 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. Teaching staff will be required to have seating plans for every class they teach and ensure the pupils sit in the plan to aid tracking.

The local health protection team will work with the School to guide them through the actions we need to take. Based on the advice from the health protection team, the School will 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. Teachers are not required to ask pupils to record everyone they have spent time with each day or to keep definitive records in a way that is overly burdensome.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil 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 10 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 follow the [stay at home guidance](#).

The School is not permitted to and will not request evidence of negative test results or other medical evidence before welcoming back pupils or staff after a period of self-isolation.

Attendance

The Government has stated that school attendance will be mandatory from the beginning of the autumn term and the usual rules on school attendance will apply. Government advice states that we now know much more about COVID-19 and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. However, a small number of pupils may still be unable to attend in line with public health advice because they are self-isolating, if they have had symptoms or a positive test result; or because they are a close contact of someone who has COVID-19. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the School will offer access to remote education resources and monitor the pupil's engagement with this activity.

Pupil wellbeing and support

Pupils may be experiencing a variety of emotions in response to the COVID-19 outbreak, such as anxiety, stress or low mood. It is important for pupils to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.

The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing. The School will be prioritising the provision of pastoral and extra-curricular activities to pupils designed to:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to COVID-19
- support pupils with approaches to improving their physical and mental wellbeing

At the Upper, pupils who believe that they are at increased risk should they be infected by COVID-19 are encouraged to contact the school nurse so that their individual situation can be risk assessed and appropriate advice given. At the Pelican and Prep, parents are encouraged to contact the school office if they are at increased risk. Pupils who are exempted from school attendance on medical grounds will be provided with remote work to complete.

Behaviour

The School has updated its Behaviour and Discipline Policy setting out clearly the consequences for poor behaviour and deliberately breaking the rules and how we will enforce the rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules. The School will work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs. Form Tutors will explain new the procedures and guidance to pupils during tutorial time.

Curricular Provision

The School will plan and teach an ambitious and broad curriculum in all subjects from the start of the autumn term, and we will create time to recap the most important concepts covered during the period of remote home learning. Curriculum planning will be informed by an assessment of pupils' knowledge and understanding, addressing any gaps in their knowledge and skills, in particular making effective use of regular formative assessment.

Pupils and staff must limit what they bring into school to essential items only. Items should be for personal use only and must not be shared. Pupils should have their own set of headphones at the Prep and Upper in school at all times. Mobile phones and laptops must be cleaned regularly.

Remote education may also need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. The School will ensure that pupils educated at home are given the support they need to master the curriculum, so they can make good progress.

Year 11, Lower Sixth and Upper Sixth: The School will communicate any changes to the public autumn and summer examination series as soon as possible.

Extra-curricular provision

Activities such as music, drama, outdoor pursuits and sport will follow national governing body advice on the nature of activities that can take place. In order to minimise year groups mixing, activities that used to combine year groups such as House events, ensembles, drama, POP and Ascent group, sports, and clubs and societies will be rescheduled to operate within single year group bubbles.

Parents are advised by government guidance to limit the number of different activity providers they access out of school and to seek assurances from the providers that they are carefully considering their own protective measures. Specific details of the activities taking place in school will be sent to pupils and parents by the different departments.

Assemblies

Year group assemblies can take place in large, spacious locations, but House and full school/sectional assemblies where year groups previously mixed will not take place. Assemblies and Visiting Speakers should be broadcast to form rooms and shown in tutor time or watched at home. Pupil talks will be permitted in year group assemblies, but they should not exceed 15mins in their entirety.

Music

Government guidance currently states that there may be an additional risk of infection in environments where pupils/staff are singing, playing wind or brass instruments or shouting where there is insufficient ventilation. At the Upper Year group large ensembles will begin from 12 October. Groups will be limited to a maximum of 25 pupils and rehearsals will only take place in rooms where ventilation meets or exceeds 10 litres per second per person. Rehearsals will be limited to 30 minutes and ventilation breaks will be built into the timetable. Pupils singing or playing wind or brass instruments will be seated 2 metres apart. String players may sit 1 metre apart.

Peripatetic Music teachers can move between schools, but they are required to minimise contact, maintain strict social distancing with pupils in rehearsal rooms and maintain as much distance as possible from other staff. To support the School in informing NHS Test and Trace, peripatetic staff will be required to notify the Music Administrator of the other schools and colleges they work in.

Drama

Government guidance permits schools to have some flexibility to decide how drama can be provided in school whilst following National Governing Body guidelines. We are currently not permitted to run vertical year group productions or run performances inside in front of a live audience, but there will be opportunities to perform. For example, the year 11 play will continue as a film project and other year group productions will be provided throughout the year. Open air productions may be possible, and we will advise parents on whether we will permit live audiences outside.

Outdoor Pursuits

Outdoor Pursuits will continue to deliver a wide-ranging programme of afterschool activities that can take place outside, but Ascent Group will be modified to ensure year groups are separated. Equipment will be disinfected after each session. Currently the guidance does not permit overnight camps or indoor climbing.

Sport

Government guidance permits schools to have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the National Governing Body guidelines. Pupils will take part in sport in their year groups and sports equipment will be thoroughly cleaned between groups. Contact sports will not be permitted at this time.

Outdoor, non-contact sports will be prioritised where possible. Large indoor spaces, such as the sports hall and sports studio will be used on occasion ensuring distancing between pupils and paying scrupulous attention to cleaning and hygiene. Pupils will not be permitted to take part in high energy, high exhalation activities indoors. The strength and conditioning rooms at the Upper will be modified and restricted in use to ensure they are COVID secure. This is particularly important in a sports setting because of the way in which people breathe during exercise.

National Governing Body guidance will continue to be followed in preparing the programme and facilitating the sports sessions. Where possible competitive fixtures may be arranged against local schools. For the time being parents watching children play in matches:

- will only be permitted watch, socially distanced, from the fields on Saturdays and outside of normal school hours; Matches will be ticketed and are available from www.perse.co.uk/box-office. Ticketing allows the school to capture contact details (name, telephone number) for NHS Test and Trace purposes.

Part time Sports Coaches and Activity Providers can move between schools, but they should minimise contact, maintain strict social distancing with pupils inside and maintain as much distance as possible from other staff. To support the School in informing NHS Test and Trace, part time sports coaches and activity providers will be required to notify the Director of Sport of the other schools and colleges they work in.

Educational Visits

Government advice does not currently permit domestic overnight and overseas educational visits. In the autumn term, the school can resume non-overnight domestic educational visits although these will be kept to a minimum and within one hour's travel time from school. The School will make use of the outdoor space on the school sites including Abington, and in the local area to support the delivery of the curriculum.

Transport

All school vehicles continue to be kept in a safe and roadworthy condition at all times and are cleaned regularly between uses. All the drivers have access to welfare facilities and handwashing facilities on the premises they visit as part of their work. The School minibuses will be used for specific occasions for transportation within one hour's travel time from school. Different year groups must be transported on separate vehicles. Pupils over the age of 11 must use face coverings (either brought from home or provided by the school). The drivers will ensure windows are open to increase air flow. Minibuses will be thoroughly cleaned between uses by different year groups.

Staff Meetings

Staff meetings will continue to blend online updates using Microsoft Teams and Zoom, alongside meetings held in larger, well ventilated and socially distanced spaces.

Parents and Tutorial Evenings

Parents and Tutorial evenings will be held online. Details of the appointments and procedures will be sent out to staff, tutors and parents.

Visiting Adults

Only essential visitors will be permitted on site. All adult visitors to the School site will be required to wear a face covering when inside. Visitors must report to reception to sign in, providing a contact telephone number to ensure contact tracing. Visitors must be accompanied on site.

Personal Protective Equipment (PPE)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual pupil becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained;
- where a pupil already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used;

Public Health England/National Institute for Health Protection does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent year groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11), including school minibus and coach transport. Face coverings, gloves and shields will be available to Staff from Reception at the Upper and Prep and from Rob Wilson at the Pelican. Staff and pupils can choose to wear face coverings and other PPE if they wish.

Staff Well-Being and Support

Members of staff with ongoing health difficulties/other personal issues may access support through Cheryl Few, Director of Human Resources and from their Line Manager. The School has arranged additional Occupational Health support delivering Zoom sessions for specific colleagues which will cover the following:

- Understanding COVID and how staff can protect themselves in a school context
- Mental health and COVID – managing anxiety and mental health during these challenging times
- Understanding how to make workplaces as COVID safe as possible - for managers

First Aid and Emergency Procedures

The School Nurses have reviewed their first aid provision and modified their working practices to take into account social distancing measures, and PPE requirements. The School Nurses continue to be available at the Medical Centre to pupils and staff during the working day and oversee provision at the Pelican and Prep. Pupils who believe they may be at an increased risk should contact the School Nurse (nurse@perse.co.uk, direct dial: 01223 403826) or the Pelican and Prep school offices as appropriate, so that their individual situation can be risk assessed and appropriate advice given. Pupils who are exempted school attendance on medical grounds will be provided with remote work to complete.

At the Upper, pupils and staff with COVID-19 symptoms in School must report to the Margaret Grieve Pavilion, next to the Medical Centre, which will act as the School's COVID -19 base. The Medical Centre will be open as normal. At the Pelican and Prep, pupils and staff should report to reception and medical room respectively.

Emergency Fire Evacuation: Please note the fire evacuation procedures have not changed, and social distancing guidelines should be followed once clear of the buildings and at assembly points; Classroom doors and Fire Doors must be closed as you exit the building.

Contingency Plans for outbreaks

Remote education plans are in place to support the pupils in the event of a local outbreak and the temporary closure of a site or the sending home of a bubble.

Concerns

If there are any doubts or concerns regarding any matter of Health and Safety, members of staff should consult their immediate supervisor, a member of the School Health and Safety Committee, or the Domestic Bursar. Parents should consult the Domestic Bursar heparkhouse@perse.co.uk if they have any health and safety concerns. Staff will be able to discuss specific circumstances and concerns they may have with Cheryl Few, Director of Human Resources; Dan Cross, Senior Deputy Head; James Piper, Prep Head; Francesca Heftman, Pelican Head; or Helen Parkhouse, Domestic Bursar.

If parents or pupils have any specific concerns they should contact:

Pelican: Francesca Heftman fkheftman@perse.co.uk

Prep: James Piper jwpiper@perse.co.uk

Upper: Daniel Cross drcross@perse.co.uk

Appendix 1 Upper Site Specific Arrangements

Uniform

The School will return to its normal uniform policies from the start of the autumn term. Uniform plays a valuable role in contributing to the ethos of the school and setting an appropriate tone. The new timetable allows pupils in Year 7 to 11 to use the changing rooms in a single year group session, so they will be able to change into PE and Games kit immediately prior to the lesson. Pupils should not be in PE and Games kit during other lessons.

In the Sixth Form, games is combined with Lower Sixth and Upper Sixth scheduled for games at the same time, although games will take place year group bubbles. In order to reduce the need to use the changing rooms, the Sixth Form are permitted to wear their Perse games kit on their games day. For other afterschool/lunchtime activities and practices pupils will be required to change into and out of their games kit from their normal school uniform. There is sufficient space in the changing rooms for pupils to socially distance when changing.

Getting to and from School

The School will be opening all the main building entrances and gates at the very start and end of the day to reduce hand contact points and use of thumb scanners, but doors and gates will be closed to maintain security once registration commences. Alcohol hand gel is positioned by the gates and entrances and by the thumb scanners.

Staff and pupils are encouraged to travel to School by the safest possible method, including driving, walking, cycling or using masks and public transport. Cycle racks are available at all school sites. Consideration has been given to the practicalities of how parents will drop off and pick up children on school premises. Pinch points may occur at the Pelican and Prep schools, particularly where young children are dropped off, and the School has discouraged parents from gathering near entrances.

The school bus service and daily shuttle buses between the school sites have been suspended until such time as it becomes practicable and viable to operate the service safely.

Pupils arriving in school should proceed immediately to their own form room or wait outside in the fresh air, socially distancing. Upper parents are requested to drop off in the car park and to wait in their cars rather than parking and then waiting at the school gate. When pupils and staff arrive in school they must wash their hands, using alcohol gel at the school entrances or using soap in the toilets. Regular handwashing is essential throughout the school day, especially before eating.

To reduce numbers of students and staff on the Upper site, sixth formers and Upper staff should leave the site as soon as they have completed their last lesson/activity/duty of the school day. They are encouraged to leave promptly and complete any remaining work from home. This will also have the benefit of staggering departure times and reducing pressure on public transport

After School Wraparound Care

At the Upper, pupils will be able to access the site from 7.45am. From 4.00pm pupils will be able to remain on site until 5.45pm, waiting in the library using designated year group areas/tables, or outside in Ellison Court. After school clubs and sports sessions will continue to run and will be advertised on the daily bulletin. Parents picking up children should either remain in their cars, or if travelling by foot/bike maintain a 2m social distance from other waiting parents.

Break:

An outside, supervised 'pop up' café will be located outside in Ellison Court, from 8.00am-8.30am and from 4.00pm-4.30pm. Pupils will be able to purchase snacks at these times but we are encouraging pupils to bring in their own snacks and refillable water bottles into school. Snacks will be priced at £1 per item and pupils will need to bring in the exact money. Pop up cafés will be unable to accept card payments.

Tuck Shops will not be open at break time as it is not possible to run separate tuck shops for each year group. Pupils may bring their own nut-free snack to eat at break time if they do not wish to purchase anything from the pop-up café. The water fountains have been restricted to water bottle only refilling. Vending machines will be switched off.

The PAC Café will have reduced opening hours, payment will only be by contactless card and will only be open to staff and the designated sixth form year group using the PAC, from 8.00am-10.00am and 2.30pm-3.45pm.

Pupils are encouraged to be outside or in their own form room socially distancing at break and lunch times.

Lunch:

Lunch time will be managed to ensure year groups have lunch at different times, queuing separately and allocated specific seating areas in the dining hall. Lunch will be served from the Hall for staff and pupils in years 7-11. The Hall and Main Counter service will offer the same lunch provision. Pupils will line up and be seated in year groups. A 'menu explained' document will be sent out to parents and pupils at the start of term. There will be a takeaway option for pupils to eat lunch outside, and additional covered outdoor seating has been created by the Sixth Form Café and between South Building and the Rouse Building. Additional dustbins will be provided in the corridors and outside to accommodate the compostable take away lunch boxes.

At the Upper, pupils will be encouraged to be outside or in their own form room. Pupils can use the Astros and grass areas at lunch time, but any sporting activities will have to comply with the National Governing Body guidelines.

Lunch Timings and queues:

Pupils in years 7 to 11 and staff will be able to eat in or take away from the Hall. Year groups and staff have specific times and locations for lunch. Pupils and staff will be forward facing when seated in the Hall and Old Gym.

Year 7 will have lunch from 11.50am-12.10pm, queuing and seated in the Hall or take away.

Year 8 will have lunch from 11.50am-12.10pm, queuing and seated in the Old Gym or take away.

Year 9 will have lunch from 12.10pm-12.40pm, using both queues and seating areas or take away.

Year 10 will have lunch from 12.50pm-1.10pm, queuing and seated in the Old Gym or take away.

Year 11 will have lunch from 12.50pm-1.10pm, queuing and seated in the Hall or take away.

11.50am-1.30pm staff can access take away options and eat outside, in a classrooms or office.

12.10pm-12.45pm staff will be able to eat in the Hall.

1.10pm staff can use both seating areas in the Old Gym and Hall or take away.

Staff will **not** be able to eat in the Hall or Old Gym between 12.45pm-1.10pm.

The tables will be disinfected between sittings, lunch queue barriers will section off the queues.

Sixth Form Lunch and Social Space Arrangements:

Lower Sixth and Upper Sixth will alternate on a weekly basis between two allocated areas:

Sixth Form Area 1: Sixth Form Centre (SFC), SFC old work room, 1/3 SFC new work room – partitioned. Lunch will be served from the Café only. Sixth formers designated Area 1 can only use the stairs in the Sports Hall that lead to the SFC areas and can only be served lunch from the café. Pupils can access a pop-up café at 8.00am and 4.00pm in Ellison Court

Sixth Form Area 2: Performing Arts Centre Café (PAC), PAC foyer ground floor, first floor and Gallery Studio, 2/3 SFC new work room - partitioned. Sixth formers designated Area 2 can only use the stairs to Psychology to access the new work room. Lunch will be served from PAC café only.

Sixth Form lunch will be served from the Café and the PAC, from 12.10-1.15 but pupils will only be able to access their designated lunch service for the week. Pupils can eat inside at their designated spaces or outside.

Sixth formers will not be permitted to share the same social spaces during the week.