

BROMSGROVE

RETURN TO SCHOOL

PREPARATORY DAY PUPILS



RETURN TO SCHOOL SEPTEMBER 2020

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THE SAFETY, HEALTH AND WELL- BEING OF OUR PUPILS AND STAFF REMAIN OUR PRIORITY

We are being guided by the UK Government, the Boarding Schools' Association and other organisations in our decision making about the return to School in September. The Critical Incident Management Team will continue to meet regularly to monitor advice and the action required.

At Bromsgrove we benefit from a safe and secure 100 acre campus, with plenty of space for pupils to move around safely for classes, sport, activities and boarding. This will help us enormously with social distancing.

STAY SAFE IN 'BUBBLES'

A 'bubble' is a defined group of individuals. In the School setting, pupils will be in a year group bubble.

Outside of School, households are termed a bubble. Page boarding House is termed a bubble.

It is permissible for pupils to be in two bubbles but they must keep as separate as possible from others within their bubbles.



WELCOME FROM THE HEADMISTRESS

I extend a very warm welcome to all the Preparatory School pupils, whether you are a new pupil who is excited to be joining Bromsgrove, or an existing pupil, keen to return to School and your friends. Although there appears to be so much uncertainty in the world at the moment, I would like to reassure you that Bromsgrove Preparatory School is eagerly waiting your arrival for the new academic year ahead. Your teachers, and I are excited to be re-opening our doors and you will be assured of a very warm welcome and a wonderful year ahead. There are new friendships to be made and exciting learning journeys to experience in our beautiful School grounds. Bromsgrove is a diverse community, with pupils from many parts of the UK and the wider world. It is this richness of community that provides the Preparatory School with such a special atmosphere.

The Covid-19 pandemic has affected nations across the world over the past few months, but you can be reassured that Bromsgrove is safe, stable and set to ensure that your education does not suffer further during these turbulent times. We have changed many things to keep you extra safe, but we have not lost any of what makes Bromsgrove Preparatory School so special. We are very confident about the coming year and you can be too.

I sincerely look forward to welcoming you to Bromsgrove shortly and wish you a safe journey; you have a great deal to look forward to in the year ahead.

Jacqui Deval-Reed
Headmistress

RETURNING TO SCHOOL

What are we doing to prepare for the return of pupils?

- Deep cleaning of the whole School site before pupils arrive
- Enhanced daily cleaning throughout the School
- Installation of hand sanitiser units in key buildings. and the boarding House
- Cleaning stations installed in every classroom
- Appointing an Adolescent Mental Health Nurse
- Appointing a Residential Matron

When can pupils return to School?

23rd August	Boarders who need to self-isolate and early international arrivals can return
6th September	All other boarders return
7th September	Term starts

Arriving at School

School transport will be running. All passengers over the age of 11 and drivers must wear a face mask which must be kept on before entering the minibus or coach, throughout the journey and until after the passenger alights from the vehicle. Hand sanitiser will be available for pupils to use as they enter the vehicle.

Used face masks must be handled with care so as not to risk infecting either the wearer or others. Please refer to the guidelines on how to safely use a face mask, at the end of this document.

All vehicles will be cleaned between journeys.

Parents who are dropping pupils off are asked to practise social distancing and to keep other children who are with them but not attending school close to them. Senior School parents and those who are dropping off Prep School pupils at the Senior School South Car Park are asked not to leave the perimeter of the Car Park. We cannot allow any unauthorised visitors on site and ask you not to walk through the School grounds.

Drop Off

Unless attending Breakfast Club, please do not drop pupils at School before 8.00am.

Parents are asked not to bring their child up to the School buildings, there will be lines marked which we ask you not to cross. Please adhere to the social distancing guidelines when on School premises. There will be staff on the concourse to help direct any children who are unsure.

Each year group will have a designated route into School and after being dropped off and sanitising their hands, pupils should use the following routes to their classrooms:

Years 3 & 4	via their classroom external doors.
Year 5	via the main Maple entrance doors
Year 6	via the door next to the Staff Common Room
Year 7	via the back door to the Drama Studio
Year 8	via the main Reception by Mrs Taylor's office

Collection

Parents should wait in their car until children start to vacate the buildings. The children will assemble at their year group bus stop and remain there until they see you. Details of the times children may be collected are given in the letter sent out by Mrs Deval-Reed. Please make sure your child knows each day what time you will be collecting them. If you need to change this time please let Mrs Taylor know and we will inform pupils.



STAYING SAFE AROUND SCHOOL



Health Matters

We have an on-site medical team of nurses, health care assistants and Matrons who all work on the School campus under the supervision of the School Doctor. We have appointed a resident Matron so that we can provide health cover 24/7 for our boarding community. The Prep School has an on-site Matron, based in the Maple building.

We have a School counsellor available to help any students who are feeling anxious or worried and we have just appointed an adolescent mental health and wellbeing nurse to support the good mental health of our pupils.

We expect all our day pupils to be temperature checked daily at home before leaving for School and we ask that if they are displaying any symptoms that you keep them at home rather than send them into School.

Day pupils who present with Covid-19 symptoms will be looked after in an isolation room in the Maple Building whilst waiting for their parents to collect them. If a day pupil becomes unwell with Covid-19 symptoms parents will be asked to collect them immediately and have a test carried out. Pupils must remain off School until they have either a negative test result or if positive, after 10 days of self isolation have been completed.

Any day pupils who are unwell with non-Covid-19 related symptoms should go and see Mrs Taylor in Reception. If they are unable to return to lessons they will be cared for in Reception, parents will be asked to come and collect them immediately.

The Health Centre on Conway Road will now become a dedicated Boarders' Medical Facility which will provide the School with isolation capacity for any unwell boarders, whilst also ensuring that any unwell boarders are kept apart from any day pupils. All boarders and boarding House staff will be temperature checked daily in Page House.



Face Masks

Pupils over the age of 11 and staff wishing to wear face coverings/masks may do so (other than for activities where it is not advised). We know that masks may impede communication so where social distancing can be maintained a pupil may decide not to wear one. Children are encouraged to bring their own plain face covering/mask. We do have spare masks and PPE at School, (*please ensure these are of a plain colour in a non-patterned fabric or material*) and adhere to the manufacturer's guidelines on safe use and disposing/washing.

Safety

We will be publishing our full risk assessments on the School website.

Fire Evacuation procedures under social distancing regulations will be introduced and fire drills will be conducted shortly after the start of term to ensure all pupils and staff are familiar with the new arrangements.

UK Government advice and support about Covid-19 can be found on the official website: <https://www.gov.uk/coronavirus>



Hygiene

Enhanced cleaning and disinfecting of all areas will take place regularly each day to mitigate the risk of infection.

Additional cleaning of classrooms will take place at break and lunchtime. Each class has a cleaning station for spot cleaning when necessary.

We will encourage everyone to keep rooms well ventilated, opening windows wherever possible.

Pupils will be encouraged to practise regular handwashing after each activity, and before and after meals. Posters encouraging and explaining good handwashing will be on display throughout the School.

We will encourage hand sanitising whilst moving around the School. There will be hand sanitiser at the entrance to each teaching area. Pupils may carry their own hand sanitiser with them.

Everyone will be encouraged to practise good hygiene with any used tissues, face masks etc - remember to *Catch it, Bin It, Kill It.*

Pupils will be reminded about keeping socially distant from others at all times.

We will implement one way systems around School where there is likely to be a large number of pedestrians passing each other, such as in teaching area corridors. We do not intend to place directional markers around the School, and we know that pupils will follow instructions and be sensible.

ACADEMIC LIFE

Teaching

It is our aim to have 100% of students back at School 100% of the time, but if at any point that becomes impossible we will continue to provide education through a combination of remote learning and on-site lessons.

Teaching will be in year group bubbles. All teaching will be classroom based with teachers moving from one room to another.

There are cleaning stations in each classroom and there will be hand sanitiser units in each teaching area.

Classrooms have been rearranged with desks facing forward to limit face-to-face contact and encourage distancing.

Gaps between pupil seating will be maximised.

Teachers will remain at the front of the classroom as much as possible, and at a distance from the pupils.

Where pupils do move to specialist classrooms (Science, Drama, Art, DT and Music) there will be no queuing outside the classrooms. There will be strict routes ensuring quick and safe entry and exit to classrooms and teaching areas.

Teachers will be practising social distancing in their common areas – restrictions on the number in the staff Common Room at any one time for example. A one way system will operate in other areas where there may be heavy footfall and in and out of the Dining Hall.

Well-Being and Behaviour

At the start of term the new procedures in School will be explained to all students. This will be reiterated throughout the term. We expect our pupils to adhere to these procedures to help us ensure the safety of all students and staff. We anticipate that, for some, these changes may be challenging and some students may be anxious, the School Counsellor and Adolescent Mental Health Nurse will be available to help any student who is struggling.

Good behaviour and kindness of students towards each other is of particular importance at this time.

The School Code of Conduct has been amended to reflect changes required by Covid-19 restrictions - this will be available on the School's website.

5	Full Lockdown	No pupils or teachers in School, except keyworker children	All teaching and learning is conducted remotely using Zoom and SeeSaw. Normal academic timetable will operate with lessons available in the online archive area for those pupils in different time zones
4	Partial Lockdown	Some pupils allowed into School	Teaching and learning is conducted remotely using Zoom and SeeSaw. Some year groups will be able to access lessons on site – according to Government guidance social distancing required for those on site
3	Easing of Restrictions	All pupils in School with strict control measures	Teaching is conducted in school as much as possible. Social distancing is required with pupils in bubbles
2	Ongoing Social Distancing	All pupils in School	All teaching is on site with more movement allowed between bubbles . Sport and extra-curricular activities in bubbles
1	Schools operate under new normal guidance	All pupils in School	All teaching returns to normal on site. Co-curricular and sports resume. Assemblies and other large gatherings resume

The table shows details of the staged planning that is dependent on the national picture and the associated Government guidance. It shows the five stages from full lockdown to the School being open according to new normal guidance.

It is our hope that we will be in Stage 1 as soon as possible, but we will monitor the situation and continue to advise parents with the latest information.

If a pupil needs to miss lessons to self-isolate, we will endeavour to continue to offer their full education through passive zoom lessons. Obviously their class teacher/Head of Year will support them during their period of self-isolation, and there will be opportunities to catch up on any work missed when they return to the classroom.



SCHOOL LIFE

Assemblies

We will not be able to hold full School assemblies but we will be holding these in year groups, with each year group having at least two assemblies each week, one will be taken by the Headmistress. Sadly under current rules guidance, congregational hymn singing is not allowed.

Music and Drama

We shall be offering a new programme of music and drama, using online sessions and smaller groups. Pupils will be advised of available sessions at the start of term.

Sports

There will be no external sports fixtures against other schools during the first half of Michaelmas term, and these will only be reinstated when we are advised it is safe to do so. Sports sessions will continue for pupils in their year group bubbles, however only non-contact sports will be played. As there can be no cross-over between the different years a new programme of House competitions will be put in place which allows us to adhere to the guidelines whilst also giving pupils the chance to take part in competitive activities.

Activities and Trips

There will be no off-campus trips in the first half of Michaelmas term. We will re-adjust our co-curricular programme so that we follow Government guidelines but we will also offer a skills, fitness and development based programme.

The possibility of off-campus visits and trips will be reviewed at half term.



Dining and Food Provision

Lunch in the Dining Hall will be in year group bubbles and timings will be staggered to reduce contact between bubbles and to allow for cleaning. Years 7 & 8 will still enjoy the privilege of having their lunch in the Senior School Dining Hall. Each food station in both dining halls will be completely cleaned and replenished between each year group's sitting. The Dining Hall is divided by plastic screens to minimise cross-over between groups within the year group bubble.

Each year group will have a specific play area for break and lunch-time.

Café 1553 will be closed to pupils and the public until further notice.

All pupils are advised to have their own reusable water bottle, which will need sanitising at the end of each day.

Uniform

Unless otherwise advised, pupils should wear their normal School uniform.

Mobile Phones

Pupils in the Prep School do not need a mobile phone, but traditionally we have allowed pupils in Years 7 & 8 to have one, as long as it is signed in with Mrs Taylor. Due to the long queues of pupils outside Mrs Taylors office each morning and afternoon, waiting to deposit or collect phones, the Covid-19 restrictions mean we cannot now allow phones in School. If you believe your child does need to bring a phone to School, please contact Mrs Deval-Reed or Mr Marie to seek permission.

Special Visitors

Only essential visitors will be allowed to access the School site to mitigate the risk of infection. Any visitor who is permitted will undergo checks prior to entering the site and will be asked to wear a face mask and use hand sanitiser.

We cannot currently allow parents to visit the School. If you need to contact any members of the School staff, please either email the class teacher or Head of Year directly through their email, or contact Mrs Camden in the School Office who will organise an online meeting or phone call.

All external sports lets have been cancelled.



STAYING HEALTHY

Wearing a non-medical face mask

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Do's →

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

[who.int/epi-win](https://www.who.int/epi-win) World Health Organization

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Don'ts →

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

[who.int/epi-win](https://www.who.int/epi-win) World Health Organization

Washing your hands

0 Wet hands with water

1 apply enough soap to cover all hand surfaces.

2 Rub hands palm to palm

3 right palm over left dorsum with interlaced fingers and vice versa

4 palm to palm with fingers interlaced

5 backs of fingers to opposing palms with fingers interlocked

6 rotational rubbing of left thumb clasped in right palm and vice versa

7 rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.

8 Rinse hands with water

9 dry thoroughly with a single use towel

10 use towel to turn off faucet

11 ...and your hands are safe.

Safely using tissues

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.

BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.

KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.