

BROMSGROVE

RETURN TO SCHOOL

PREPARATORY

BOARDING 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, boarders will be in a House bubble. In the day-time all pupils will be in a year group bubble. In line with guidance for schools of our type, boarders will spend much of the School day within their year group bubble, reverting to their residential bubble when in Page House.

Outside of School, households are 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 boarders, whether you are a new pupil who is excited to be joining Bromsgrove, or an existing pupil, keen to return to Page House 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, Houseparents 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
3rd September	International Induction for new boarding pupils begins
6th September	All other boarders return
7th September	Term starts

Travelling to the UK

The UK Government requires all arrivals to the UK to complete an online form. However, you cannot submit the form **until 48 hours before** you are due to arrive in the UK. The form can be found on this link: [Journey Details Before you Travel](#)

You must complete this form before you arrive in the UK from any country. This includes if you're travelling from a country or territory where you do not have to self-isolate when you arrive in the UK. You must complete this form even if you've already completed a different form to enter another country. We are advised that if you do not complete the form before you arrive in the UK, it may take longer to clear customs at the airports. Please keep any confirmations or codes you may receive accessible on your child's mobile phone.

Please make sure that pupils carry with them the permission to travel letter issued by Mrs Elvy and the School's emergency contact numbers which can be found on the Immigration letter sent to you by Mrs Elvy.

In an emergency the Assistant Head, Miss Scannell, can be contacted on 07584 315 975.

Please do keep checking the list of countries which are exempt from quarantine, information can be found on this link: [Gov.UK Travel Corridors](#)

When we have your child's arrival information we will start to book transport back to School. We will keep you informed of collection arrangements at the airport.

At the Airport

We realise that this year many parents will not be able to accompany their children to School at the start of term, and we know that for our younger pupils, and those who are new to Bromsgrove, this can cause some anxiety. We want to reassure all our parents that we are very used to welcoming children at the airport, bringing them to School and helping them to settle in. We have a team of staff who will be at the airport to meet and greet all pupils and to make sure they don't have any problems at the airport.

Mini buses and coaches will return direct to Bromsgrove without any planned stops. All pupils over the age of 11 will be required to wear a face mask on School transport and to use the hand sanitiser provided before getting onto the coach. Since we are not planning stops on the way back to School, there will be water and light snacks for pupils on the coaches.

Arriving at School

It is likely that pupils will not be able to bring a large amount of personal hygiene items with them and we don't anticipate shops being open at the arrivals terminal of the airports, so on arrival at School there will be a supply of essential items such as soap and shower gel in bedrooms for pupils to use.

Once here and settled into the boarding house, children will be helped to make contact with their parents back at home to reassure you that they have arrived safely. House staff will make sure that you are in regular contact with your child(ren) as they settle into life at School.

All boarders will have an enhanced health screening from one of our nursing team within 24 hours of arrival.

On their return to School, Prep boarders who are returning early will stay in Page House, those arriving early to self-isolate will join senior pupils in Oakley House. We will provide bedding and towels for self-isolating pupils. Self-isolation for those arriving from countries where it is required will be offered by the School at no additional cost. Pupils will not be allowed off-campus but they will be able to go outdoors and get fresh air and exercise around the School grounds. Self-isolating pupils over the age of 11 will be asked to wear a mask inside buildings when not in their bedroom, all pupils who are self-isolating will have separate meal times from other members of the House.

All boarders will be encouraged to keep rooms well ventilated, we will offer a regular laundry service and nurses will make daily rounds to each boarding House and pupils and staff will have daily temperature checks.

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.

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.

The School's on site, well-equipped Health Centre has been adapted under our Covid-19 planning to become the Boarders' Medical Facility. In addition we have created a Boarders' Medical Wing which provides us with plenty of isolation capacity for any unwell children who are unable to isolate in their own bedrooms, whilst also ensuring that our boarders are kept apart from any day pupils who may become unwell. Day pupils will have an alternative Medical Facility, separate from the boarders.

We shall be conducting daily temperature checks in each boarding House. Day parents will be asked also to check their children daily before leaving home in the morning.

If a boarder presents with any symptoms our nurses will carry out Covid-19 testing. The School has a good supply of PPE for staff use. If a day pupil shows symptoms they will be isolated in a medical room which is separate from our boarding community while they wait to be collected by their parents.

Our nursing team will do morning and evening rounds of Page House and all the Senior boarding Houses, to check on any pupils who are feeling unwell. In the unlikely event of a boarder needing hospitalisation, they would be looked after by the NHS, but accompanied by a member of Bromsgrove School staff. We are very fortunate to have excellent NHS hospitals locally. Our School Doctor is also a GP in one of the town's medical practices and our own medical team are able to access NHS test and trace facilities through Public Health England.

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



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, in the boarding Houses and on School transport, however we would prefer boarders to bring their own supply wherever possible (*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

Bromsgrove School adheres to the Boarding Schools' Association Covid Safe Charter, which you can read by clicking on the image below.



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.



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.

Boarders' rooms and common areas will be cleaned each morning while pupils are not present.

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. Boarding pupils will be in their year group bubble during the School day but in their boarding House bubble outside of this time.

All teaching will be classroom based with teachers moving from one room to another (Years 5 - 8). 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.

For those in different time zones we will continue to save remote lessons onto the archive lesson area of the website for pupils to access at their convenience.



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 for boarders during September but we will put in place a fun and wide ranging activity programme for our boarders to take part in, making the most of our extensive grounds. 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. In both dining areas, each food station 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.

Breakfast and Supper will be in the Senior Dining Hall as usual, with pupils attending in their House bubble.

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.

Half Term

We will be remaining open for international boarders during the October half term. If you would like to book your child into this please email Miss Lomas jlomas@bromsgrove-school.co.uk to make the arrangements. The cost is £40 per night to include all meals.

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. Social distancing will be maintained at all times.

We cannot currently allow parents to visit the School. Parents may of course drop off/pick up their child(ren), and help with any luggage, but unfortunately will not be allowed to enter Page House themselves. We have plenty of outside seating that can be used.

If you need to contact any members of the School staff, please either email their Houseparent directly, or contact Mrs Taylor in the School Office who will organise an online meeting or phone call.

All external sports lets have been cancelled as have any lets in performing arts.



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-wm](https://www.who.int/epi-wm) 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-wm](https://www.who.int/epi-wm) 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.



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6 August 2020

Dear International School Students and Parents,

I am pleased to write to you about the reopening of UK independent schools this Autumn term and assure you of the measures that have been put in place to provide a safe and welcoming environment for all students.

For the education sector the COVID-19 outbreak has been as challenging as it has been unprecedented. In the UK, independent schools took decisive steps as the situation unfolded, supported students both in the UK and internationally, provided the latest information and ensured that every student was safe and looked after.

With restrictions now easing across the UK, our schools have been preparing for students' return: focussing on their safety, following the latest government advice, and so ensuring that they can return to the UK with confidence.

We would like to reassure you that all governments across the UK are adhering closely to the most up-to-date scientific advice and guidance, which is available publicly online. Our responses are calibrated to the level of threat posed by the virus and entirely informed by the data and the advice we receive.

NHS services are available to both domestic and international students. International students will always be able to access treatment that clinicians consider is immediately necessary or urgent at no upfront cost. No charges apply to testing for coronavirus, and international students in the UK will also be able to access specific COVID-19 advice through a new COVID-19 online service www.111.nhs.uk/covid-19.

UK schools always put student care and well-being at the front of everything they do, and independent schools and the support bodies that represent the sector have produced detailed plans to ensure the protection of students at all times, whether in the classroom, whilst undertaking activities, playing sports or on excursions. These plans and risk assessments will keep students safe while making sure that their experience in the UK will be as enjoyable as ever.

A voluntary charter for independent schools, setting out best practice on the support and safety of students, has been produced. All member schools which have adopted the Boarding Schools' Association (BSA) **Covid-Safe Charter** confirm that they will comply with all government rules and guidance and will meet the requirements when boarding schools reopen. I believe the UK already has the highest standards of regulation for


boarders in the world and this Charter is an additional layer of protection and reassurance. A link to the Charter can be found here:

www.boarding.org.uk/userfiles/bsa/pdf/Advice%20and%20Guidance/82902%20BSA%20COVID%20V2.pdf

International students bring huge benefits to the UK, socially, culturally and economically and, as a government, we are proud that so many parents trust UK schools to give their children the best possible education. International students make our world class schools even better. They enrich the experience of all students, bring greater diversity to our school campuses and stimulate fresh ideas and new perspectives. This cultural exchange helps build life-long friendships, as well as laying the foundations for future networks, and important business, political and diplomatic bridges.

The UK Government is determined to support the sector recover from COVID-19, deliver the high quality teaching for which it is famous and ensure the safety of every student.

We very much look forward to welcoming you to the UK.

Yours sincerely,


GRAHAM STUART MP

Minister for Exports

Department for International Trade