

BROMSGROVE

RETURN TO SCHOOL

SENIOR 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 guidelines, 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. Boarding Houses 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 HEADMASTER

Amidst all the turmoil in the world at present, I am pleased to assure you that Bromsgrove School is in great shape and, as you are about to read, we are eagerly waiting your arrival for the new academic year ahead.

Whether you are an existing pupil, keen to return, or a new member of our School family, excited to start, a warm welcome awaits you. For those returning, the sprawling campus you know so well, with its ancient trees, historic buildings, modern facilities, and cosy Houses are just as you left them. For those joining us this year, new friends, fresh adventures, and untold opportunities await you.

One of our proudest attributes as a School is the rich diversity of our community. In the coming year, you will live, work, and play with people from more than 50 of the world's nations, all with their own unique story. This year, that will include many different experiences of the global COVID-19 pandemic.

Yet, however it may have affected you personally over the past few months, you can be certain that Bromsgrove is completely 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 haven't lost any of what makes Bromsgrove special. We are very confident about the coming year and you can be too.

So pack your enthusiasm and your academic aspirations and we will see you very soon.

Peter Clague
Headmaster



RETURNING TO SCHOOL



When will pupils return to School?

We are looking forward to welcoming back all our pupils.

23rd August - Boarders who need to quarantine can return

2nd September - Lower Fourth day pupils' induction

3rd September - International Induction for new boarding pupils begins

6th September - All other boarders return

7th September - Term starts for all day and boarding pupils.

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 Houses
- Cleaning stations installed in every classroom
- Appointing an Adolescent Mental Health Nurse
- Appointing a Residential Matron



Arriving at School

School transport will be running. All passengers 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. We do have spare masks on School transport but we ask that pupils have their own supply for use on transport. Face masks should be plain in colour and not of a patterned material.

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 at School 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. The staff in the Gatehouse will be on duty to help you.

We cannot allow any unauthorised visitors on site and ask you not to walk through the School grounds. If you need to contact your child's House or any other members of the School staff, please either email the Houseparent directly or contact Mrs Limbrick in the School Office who will organise an online meeting or phone call.

The Day Houses

Bromsgrove thrives on the House system, and we aim to maintain the ethos of that as much as possible, but there will be some necessary changes so that we don't have too many pupils congregated in one place. The most significant disruptions to the School's normal routines come as a result of the necessity to keep pupils in as few bubbles as possible. In the case of the Senior School, these bubbles will be individual year groups.

Unfortunately, our Day Houses do not have the physical space, particularly in some corridors and staircases, to allow simultaneous use by all year groups. Therefore, we will need to assign pupils to larger spaces around the campus for non-lesson time during the day. However, we will maintain House Tutor groups (within year groups) for supervision and registration in order to keep House identity strong.

On arrival at School pupils will go to their Tutor's classroom from 8.15 am (although each year group will also have a venue to go to if any pupil arrives from 7.45-8.15 am). Registration will be taken by the Tutor at 8.25 am, and pupils will remain in that classroom for some Tutor Time, or until they go to either Routh Assembly or Chapel (both taken in year groups), or to the start of lessons.

On one day per week, each year group will have the opportunity to spend the day in their day House. On this day, they may go straight to their House on arrival at School and use it as their base for breaks, changing for games/activities and bag storage. On other days, year groups will be allocated an area for socialisation and relaxation where snacks will be available, and changing rooms for sports will be allocated to specific year groups.

Pupils will not be able to use the lockers in House except on their year group's allocated in-House day; instead they will use bag storage in several areas that have been allocated to each year group. Details of the designated areas for social and recreational spaces and bag storage for each year group are included in this document, and will be displayed publicly in Houses and Tutors' classrooms.

Whilst we acknowledge that these changes will inevitably have some effect on the lively and inclusive community nature of House life, Houseparents will do all they can to keep pupils involved, Tutors will have contact time more often during the week to strengthen that bond, and there will still be plenty of opportunities for pupils (within their year group) to represent their House in a variety of activities and competitions.

STAYING SAFE AROUND SCHOOL

Health Matters

For the sake of the whole School community, we must appeal to the integrity of all parents of day pupils to check that their child is well enough to attend School each day. We ask that if a day pupil has a temperature or is displaying any other symptoms of the coronavirus, they are kept at home. In a similar vein, all boarding pupils will have their temperature checked each day in their boarding House at School.

Day pupils will have a new Medical Facility, separate from the boarders, where we will be able to isolate any pupils showing symptoms of COVID-19. This will enable the Health Centre on Conway Road to become a dedicated Boarders' Medical Facility, which together with a new Boarders' Medical Wing will provide the School with isolation capacity for any unwell boarders.

Our medical team of nurses, health care assistants and Matrons will continue to work on the School campus under the supervision of the School Doctor. We have a School counsellor available to help any pupils who are feeling anxious or worried, and we have just appointed an adolescent mental health and wellbeing nurse to support our pupils.

If a day pupil becomes unwell with COVID-19 symptoms during the School day, parents will be contacted and asked to collect their child immediately and to have a test carried out. Pupils must remain off School until we have seen either a negative test result or, if the result is positive, until 10 days of self-isolation have been completed.

If a day pupil feels generally unwell during the School day and, once assessed by the medical team, is deemed not well enough to go back to lessons, parents will be contacted and asked to collect their child from School as soon as possible – there will not be the facility for them to rest, as has previously been the case with the Health Centre.

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



Face Masks

Pupils 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, *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.

Hygiene

Enhanced cleaning and disinfecting of all areas will take place regularly each day to mitigate the risk of infection. Teaching areas, Houses and common areas will be cleaned each day.

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 and day and boarding Houses. 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 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.

Senior School pupils will move from classroom to classroom, teachers will have 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.

There will be no queuing in corridors outside classrooms, we will put in place 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, including a one way route around Gordon Green 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 Senior 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. 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. 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 tutors 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.

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 two assemblies each week, one taken by the Headmaster, the other a Chapel service. 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 so 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 during 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. 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. After lunch the remainder of the lunchtime break will be spent by day pupils in their designated area.

Break will be taken in the designated area for each year group. Morning snacks will be served.

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.

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) at the School car park but they will not be allowed to enter the grounds. If you need to contact your child's House or any other members of the School staff, please either email their Houseparent directly, or contact Mrs Limbrick 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.



Day Pupil Weekly Schedule

LOWER FOURTH	Monday	Tuesday	Wednesday	Thursday	Friday
Before 8.15am	Arena Area A or Kyteless	In House	Arena Area A or Kyteless		
8.15 - 9.00	Tutor Meeting in classroom	House Assembly	Tutor Meeting in classroom	Tutor Meeting, then Routh Assembly	Tutor Meeting in classroom
9.00 - 9.50	Timetabled Lesson 1				
9.55 - 10.45	Timetabled Lesson 2				
Morning Break	Dining Hall Area A	In House	Dining Hall Area A		
11.05 - 11.55	Timetabled Lesson 3				
12.00 - 12.50	Timetabled Lesson 4				
Lunch Break	Dining Hall Area A Slot 2, then Arena A or Kyteless	Dining Hall Area A Slot 2, then in House	Dining Hall Area A Slot 2, then Arena Area A or Kyteless		
2.05 - 2.55	Timetabled Lesson 5				
3.00 - 3.50	Timetabled Lesson 6				
Afternoon Activities	Tutor Meeting, then Chapel	Change in House, then Games	Bromsgrove Badge	Designated changing rooms, then Games	Designated changing rooms, then Activities

UPPER FOURTH	Monday	Tuesday	Wednesday	Thursday	Friday
Before 8.15am	Arena Area B or Humanities			In House	Arena Area B or Humanities
8.15 - 9.00	Tutor Meeting in classroom	Tutor Meeting, then Routh Assembly	Tutor Meeting in classroom	House Assembly	Tutor Meeting, then Chapel
9.00 - 9.50	Timetabled Lesson 1				
9.55 - 10.45	Timetabled Lesson 2				
Morning Break	Dining Hall Area B			In House	Dining Hall Area B
11.05 - 11.55	Timetabled Lesson 3				
12.00 - 12.50	Timetabled Lesson 4				
Lunch Break	Dining Hall Area B Slot 3, then Arena Area B or Humanities			Dining Hall Area B Slot 3, then in House	Dining Hall Area B Slot 3, then Arena B or Humanities
2.05 - 2.55	Timetabled Lesson 5				
3.00 - 3.50	Timetabled Lesson 6				
Afternoon Activities	Tutor Meeting, then Life Skills	Designated changing rooms, then Games	Designated changing rooms, then CCF	Change in House, then Games	Designated changing rooms, then Activities

FIFTH FORM	Monday	Tuesday	Wednesday	Thursday	Friday
Before 8.15am	Old Sports Hall or Admin Maths		In House	Old Sports Hall or Admin Maths	
8.15 - 9.00	Tutor Meeting, then Routh Assembly	Tutor Meeting in classroom	House Assembly	Tutor Meeting, then Chapel	Tutor Meeting in classroom
9.00 - 9.50	Timetabled Lesson 1				
9.55 - 10.45	Timetabled Lesson 2				
Morning Break	Hospitality Suite		In House	Hospitality Suite	
11.05 - 11.55	Timetabled Lesson 3				
12.00 - 12.50	Timetabled Lesson 4				
Lunch Break	Dining Hall Area B Slot 2, then Old Sports Hall or Admin Maths		Dining Hall Area B Slot 2, then in House	Dining Hall Area B Slot 2, then Old Sports Hall or Admin Maths	
2.05 - 2.55	Timetabled Lesson 5				
3.00 - 3.50	Timetabled Lesson 6				
Afternoon Activities	Tutor Meeting, then Life Skills	Designated changing rooms, then Services	Change in House, then Games	Designated changing rooms, then Activities	Designated changing rooms, then Games

LOWER SIXTH	Monday	Tuesday	Wednesday	Thursday	Friday
Before 8.15am	Routh Hall or Overture classroom				In House
8.15 - 9.00	Tutor Meeting, then Chapel	Tutor Meeting in classroom	Tutor Meeting, then Routh Assembly	Tutor Meeting in classroom	House Assembly
9.00 - 9.50	Timetabled Lesson 1				
9.55 - 10.45	Timetabled Lesson 2				
Morning Break	Routh Hall				In House
11.05 - 11.55	Timetabled Lesson 3				
12.00 - 12.50	Timetabled Lesson 4				
Lunch Break	Dining Hall Area A Slot 3, then Routh Hall or Overture classroom				Dining Hall Area A Slot 3, then in House
2.05 - 2.55	Timetabled Lesson 5				
3.00 - 3.50	Timetabled Lesson 6				
Afternoon Activities	Tutor Meeting, then LVI Enrichment	Designated changing rooms, then Services/Study	Designated changing rooms, then Games	Designated changing rooms, then Activities	Change in House, then Games

UPPER SIXTH	Monday	Tuesday	Wednesday	Thursday	Friday
Before 8.15am	In House	LRC Foyer or Library			
8.15 - 9.00	House Assembly	Tutor Meeting, then Chapel	Tutor Meeting in classroom	Tutor Meeting in classroom	Tutor Meeting, then Routh Assembly
9.00 - 9.50	Timetabled Lesson 1				
9.55 - 10.45	Timetabled Lesson 2				
Morning Break	In House	LRC Foyer			
11.05 - 11.55	Timetabled Lesson 3				
12.00 - 12.50	Timetabled Lesson 4				
Lunch Break	Hospitality Suite, then in House	Hospitality Suite, then LRC			
2.05 - 2.55	Timetabled Lesson 5				
3.00 - 3.50	Timetabled Lesson 6				
Afternoon Activities	Tutor Meeting, then UVI Enrichment	Designated changing rooms, then Services/Study	Designated changing rooms, then Games	Designated changing rooms, then Activities	Designated changing rooms, then Games

Designated Areas for Year Groups

- Changing rooms will be designated on a daily basis which will be displayed each morning outside Café 1553.
- Day pupils are not allowed to leave the School campus during the School day unless their Houseparent has received a valid request (e.g. a medical appointment) from parents.
- Any pupil arriving/leaving the School outside normal registration times (8.25am & 2.05pm) must sign in/out at the main School Reception.
- In House day - pupils spend all non-class times in their House and may access their lockers, and change in House. Morning break snacks and drinks will be available in House, but pupils must attend their scheduled lunch in the Dining Hall. On other days, pupils must spend all times in the areas designated to their year group.

Lower Fourth In House day - Tuesday.
Other days kit bags should be stored at the start of the day in the racks outside the Arena,

Upper Fourth In House day - Thursday
Other days kit bags should be stored at the start of the day in the racks outside the Dance Studio,

Fifth Form In House day - Wednesday
Other days kit bags should be stored at the start of the day in the racks in the Dance Studio,

Lower Sixth In House day - Friday
Other days kit bags should be stored at the start of the day in the racks on Hospitality’s lower floor

Upper Sixth In House day - Monday
Other days kit bags should be stored at the start of the day in the racks inside the Library on the Lower Floor

Wearing a non-medical face mask

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Do's →

Clean your hands before touching the mask.

Inspect the mask for damage or if dirty.

Adjust the mask to your face without leaving gaps on the sides.

Cover your mouth, nose, and chin.

Avoid touching the mask.

Clean your hands before removing the mask.

Remove the mask by the straps behind the head or hang.

Pull the mask away from your face.

Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it.

Remove the mask by the straps when taking it out of the bag.

Wash the mask in soap or detergent, preferably with hot water, at least once a day.

Clean your hands after removing the mask.

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)

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

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

BIN IT

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

KILL IT

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