



Autumn@ STONAR



August 2020

Updated on 5 November 2020

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Head's Introduction

Dear Parents,

As you might imagine, as soon as the Summer@Stonar programme finished at the end of last term, the planning for Autumn@Stonar started. The Government has directed schools to prepare for all pupils, in all year groups to return to school full-time from the start of the Autumn Term. It is also the intention of the Government that schools should provide a full educational experience with a 'broad and ambitious' curriculum whilst using judgments to balance and minimise risk from Coronavirus. In putting together our plans for the new term we are advised by the following organisations and agencies:

- Department for Education
- Home Office (UK Visas and Immigration)
- Public Health England
- Boarding Schools Association
- Independent Schools' Bursars Association
- Independent Schools Council
- Society of Heads
- Association for the Education and Guardianship of International students

The theme from the Government and very much our approach is to 'get on with it' now. The children need to be back in school and they need to be learning fully in their classrooms, with as few impediments as is safe and reasonable. They also need to be enjoying all the extra things that make school fun and fulfilling. The framework below seeks to explain a summary of the proportionate protective measures for children and staff that allow us to deliver the full Stonar educational experience, whilst also managing risk effectively.

Any document of this nature is a summary of more detailed risk assessments and plans and is a 'best fit'. It is a long enough booklet as it is and we have not included in it consideration of every possible permutation. The individual concerns, needs and vulnerabilities of each and every pupil, their families and our staff are of critical importance to us. If you feel that your child's particular needs and concerns have not been specifically addressed, then please do get in touch with us.

This booklet also seeks to provide parents with practical information so that you can prepare for the start of term. In many ways we are very lucky. We have a beautiful, secure site with plenty of outdoor space, ample classrooms and indoor areas enabling us to operate as close to normally as possible, but inevitably there will be some things that look a little different. This booklet will change as we receive updated guidance from the Government (all too frequently!) and as we adjust our policies and procedures in light of our operational assessment of how things are working once everyone has returned.

As ever, please let us know if you have any questions.



Matthew Way
Headmaster

The School Day

Senior School

- Parents are requested to drop off for the school day at the normal time for 08:35 registration. Lessons will start at 08:45 and will finish at 16:05 as usual.

We request that parents do not accompany Senior School pupils into school unless for an urgent question, in which event parents are asked to go to Reception only. The same is true of collection. Pupils will be asked to ensure that they retain distancing as they move towards their tutor bases, using the one way system which will be clearly marked.

Prep School

For those children not in wrap around care the classroom doors will open from 08:30, for lessons to start at 8:45. Parents are asked to park at the front of the School and take your child towards the Prep School. All children will be dropped off at the exterior door of their classroom in the Prep School. On the first day back in September you will be guided to the correct classroom door.

Pre-Prep (Reception, Year 1 and Year 2)

- Drop off strictly between 08:30 to 08:45
- Pick up 15:25 (unless attending a club or stay and play)

Prep (Year 3, Year 4, Year 5 and Year 6)

- Drop off strictly between 08:30 to 08:45
- Pick up 16:05 (unless attending a club or stay and play)

The children's engagement in the co-curricular programme and use of Stay and Play means that pick up times will be naturally staggered.

Please observe social distancing as you drop off and pick up. Do not try to come into the buildings. Staff will be present to guide and welcome the children. We would expect older pupils, especially those in Year 5 and Year 6, to be able to make their own way to their classroom, guided by staff. We ask that you continue to ensure only one parent picks up and drops off and that you do not gather during these times.

Wraparound Care (Stay & Play)

Wraparound care will be available. The latest guidance recognises the challenges of maintaining the use of clusters in a provision such as this. In order to support us to limit the mixing of clusters while children are using Stay & Play we ask that you **book the sessions you require at least 48hrs in advance** to allow us to staff the provision appropriately. Details about how to book through SchoolBase will be sent out before term starts. (No child will be turned away if they have not been booked in).

Timings for Wraparound Care

- 08:00 – 08:30 (Drop off strictly between 08:00 and 08:10)
- 16:05 – 18:00 (after school)
- 17:00 – 18:00 (after club)

You are able to pick your child up at any time after school, even when booked until 18:00. The booking allows us to staff the sessions appropriately and maintain the children in their clusters.

School Transport

School transport will run as normal. The Government guidance makes it clear that this is acceptable and that a school run is different to public transport because it is a consistent group.

- Pupils over the age of 11 and the driver will be required to wear face masks whilst on the school buses. Parents are asked to provide these for the pupils. Younger pupils who wish to wear a face mask may do so.
- Pupils will sanitise their hands, supervised by the driver, on entering the bus and, as with all the children, they will be required to wash their hands on arrival at school. They will also sanitise their hands when getting back on the bus at the end of the day.
- All pupils will be allocated a seat. Wherever possible pupils will sit with someone from their year group or contact cluster (see below on contact clusters) and they will keep the same seats on each journey.
- The vehicles will be cleaned internally between each journey.
- The pupils will be asked to maintain social distance when embarking and disembarking from the vehicle.

Social Distance and Contact Clusters

Updated guidance recognises that, although consistent groups reduce the risk of transmission, the use of small groups restricts the normal operation of schools. Schools have been advised that “bubbles” can now be made larger. Stonar will operate as year group clusters as much as possible. We will also seek to ensure social distancing between pupils as much as possible, however, we are also guided to be realistic about this and the children will be sitting next to each other in classrooms. It is also true to say that younger children will find social distancing more difficult to follow and the guidance allows for this.

The Government guidance also makes it clear that schools should offer a ‘full, broad and balanced’ curriculum’ and for us that means delivering our sport and PE programme, activities and clubs, wraparound care and other specialist teaching. In order to achieve this we will also use ‘contact clusters’. These will be as follows:

Senior School

- Year 7 & 8
- Year 9 & 10
- Year 11, 12 & 13

Prep School

- Reception, Year 1 & 2
- Year 3 & 4
- Year 5 & 6

Movement around the School

Senior School

There will be a one-way system in place for movement around the School to ensure that we avoid crowding at pinch points and to avoid busy corridors in between lessons and at break times. This one-way system will be clearly sign posted and pupils will be taken through this in detail in the first few days of the term.

Prep School

Movement around the site and inside of buildings will be controlled to ensure high traffic areas do not get crowded. Doors will be propped open where possible.

Access to the building will always be from an outside door of a classroom so children do not have to walk far to their teaching space.

Break & Lunchtimes

We will continue to offer morning and afternoon break snacks. Each contact cluster will have designated areas of the school site for break times. In the Prep School each cluster will have cluster specific equipment to play in and with.

- Lunch will be eaten in the dining hall. The Prep School will eat at one sitting, but at tables within their contact clusters. In the Senior School, contact clusters will eat in their own sittings. Surfaces in the dining hall will be cleaned between sittings.
- Lunch will be offered as normal, however, the menu will have to be simplified in order for us to be able to serve and have lunch within hygiene guidelines. There will still be a hot lunch, within which we will cater for any dietary needs.

Clubs and Activities

Clubs and activities will run after school Monday to Thursday and the activity programme will run within contact clusters, for example a club will be available for Years 7 & 8 or Years 3 & 4 only. This will mean that we will not be able to offer quite the same range of clubs and activities for every year group, but we will still ensure that there is a wide choice throughout the course of each week.

Senior School

Clubs and activities will run from 16:20, as usual, and they will finish by 17:20 with school buses running as normal after activities.

Prep School

Clubs and activities will run between 16:15 and 17:00. Pupils may be collected at 16:05 or be booked into wraparound care for collection by 18:00.

Timetable, Curriculum and Classrooms

All pupils will continue to follow a full timetable of subjects. There will be adjustments to lesson timings to minimise movement around the school site and to give a little more time for transition between lessons. Pupils' timetables will continue to be available on SchoolBase from the start of term.

- Music lessons will take place as part of the normal curriculum, but with measures in place to minimise the risk in this environment, such as avoiding sharing instruments. Individual music lessons with our peripatetic music teachers will take place as normal.
- Speech and Drama lessons will take place as normal.
- We will not be able to run our assemblies in the same way, but we will have year group or contact cluster assemblies each week alongside our tutorial and PSHE programme.
- Classrooms for the older Prep year groups and the Senior School will be laid out so that pupils will be sitting side-by-side and facing forwards.
- Pupil will wipe their workstations as they leave and as they arrive for lessons with disinfectant wipes.
- Textbooks will be either allocated to individual pupils for their sole use or relevant pages of textbooks will be photocopied for single use.
- We will not be conducting any overnight trips at present. However, school day trips are possible. We will review each proposal on a case-by-case basis and trips will be within the contact clusters. We will also ensure that Covid-secure measures are in place at the destination. We will contact parents well in advance about any proposed trips and set out the measures in place for each proposed trip. As normal, we would undertake a full and thorough risk assessment for any educational visit

PE & Games

PE and Games will be run with the normal amount of time allocated to them each week. The Games sessions will be run within the contact clusters as detailed in this framework.

We will run our PE and Games programme in adherence to the guidance offered by the governing bodies of each sport. This is an ever changing picture and so we will not commit yet to the sports that we will play in September to allow for further guidance to be forthcoming over the next few weeks.

Similarly, we are working with other schools with regards to our fixture programme and again we are awaiting further guidance on what might be possible. We will run fixtures in the appropriate sports and as soon as it is deemed safe to do so.

Guidance from the DfE for the period of the national restrictions from 5 November to 2 December 2020 is that we can continue to offer our full extra-curricular programme, including Saturday morning sport, but that we are unable to play any inter-school fixtures in this period. Indeed, we have decided not to play any fixtures in the Autumn Term.

Riding

The Equestrian Centre will be sending out their own guide to pupils and parents. Please do email equestrian@stonarschool.com with any immediate questions.

Online Learning

Some of our pupils will have a delayed return to School for various reasons. We plan to live stream lesson to those pupils wherever possible using Microsoft Teams and each classroom has been set up with equipment to facilitate this method. These pupils will also be supported by their tutors. At present, this applies to a very small number of our pupils. However, we are also able to offer online support for pupils in the event of isolation being required for an individual pupil or a group of pupils in the school. In addition, we are able to roll out an online programme similar to the Summer@Stonar programme in the unlikely event of a local lock-down meaning that the school has to temporarily close.

In short, we have sought to be ready for all likely eventualities and are able to ensure that pupils are able to switch to online learning immediately if required.

Uniform and Equipment

Pupils are required to be in full school uniform when they return in September.

- Government guidance advises that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- Initially, on days pupils have PE and Games the appropriate kit should be worn all day.
- As per our uniform policy, hair longer than shoulder length should be tied back.

For frequently used equipment, such as pens, pencils and other personal stationery, pupils should all have their own pencil cases with sufficient supplies. We will not be providing school pens and pencils and pupils will not be able to borrow from each other. **It is, therefore, imperative that pupils take responsibility and ensure that they have all the personal stationary they require for their lessons.**

Essential Equipment for Prep School Pupils

Pencils, colours, ruler, rubber, scissors and glue stick

Essential Equipment for Senior School Pupils

Pencils, colours, green pen and highlighters, Ruler, rubber scissors and glue stick
Calculator, compass and protractor

All pupils are required to bring in a water bottle each day. Aside from hot chocolate at break times, all drinks throughout the day, including at lunchtime, will be from their water bottles. Pupils will be able to fill up their water bottles at break and lunch times.

Pupils are also encouraged to bring in pocket tissues and their own hand sanitiser.

Where sports equipment and other subject specific equipment needs to be shared across different classes, appropriate cleaning will be undertaken between uses.

Hygiene Measures

Hand Washing, Hand Sanitisers and Respiratory Hygiene

Handwashing remains one of the key protective measures. Pupils will follow a strict routine of handwashing throughout the day.

This will include washing hands immediately upon arrival. Pupils will be expected to wash their hands at regular intervals throughout the school day including at each break time and before lunch.

There will be hand sanitiser stations at the entrance to key areas. Pupils are encouraged to carry their own hand sanitiser if they wish to do so.

The 'catch it, bin it, kill it' approach continues to be important and the pupils will be reminded of this at the start of term and regularly by tutors. Tissues and bins will be available in each classroom and other workspaces.

Cleaning

There will be cleaners working before, during and after school hours to ensure the thorough daily cleaning of all the spaces being used.

In addition, cleaners will be cleaning high frequency surfaces and areas and toilets and washrooms throughout the day.

Surfaces in the dining hall will be cleaned between sittings.

Healthcare

Face Masks

With the exception of Prep children, the school community will be required to wear face coverings in communal areas after half-term, namely from Monday 2 November.

Prep pupils will not be required to wear face coverings at any point in their school day. They remain in one building for their lessons and move outside when accessing sports lessons, the dining hall and play time.

For Senior School pupils, face coverings can be removed by pupils in lessons, activities, in designated parts of the school site during break times, in the dining hall and in boarding houses.

Day pupils: The School will provide each day pupil with a re-usable material mask. Pupils may also wear their own material or disposable masks. Masks should follow the guidelines below.

Boarders: The School will provide the boarders with three re-usable masks to allow for washing between wearing. Pupils may also wear their own material or disposable masks. Boarders will not be required to wear masks after 5.30pm on a weekday and on the weekends. Masks should follow the guidelines below.

Parents: All Prep and Senior School parents are asked to wear face coverings when dropping off their children or when moving around the school site for any other reason. Visitors will also be required to wear face coverings when moving around the school site.

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged
- A visor is not an acceptable alternative to a mask

Also, please note that face masks should be plain in nature. Pupils will be made aware that loud, humorous, or offensive masks will not be allowed. Masks with writing or statements on them are also not appropriate.

If you feel that your child or you may be exempt from wearing a face covering on medical grounds, then please let the School Nurse (medical@stonarschool.com) or the Deputy Head (n.hawkins@stonarschool.com) know so that we can discuss this with you.

The pupils have been trained on the correct procedures for wearing and removing a face covering.

If a mask becomes damaged, wet or dirty during the day, then the School will supply a new, disposable mask to a pupil.

PPE

There are some specific situations where staff may need to wear PPE (e.g. where a child displays symptoms and an adult needs to stay with them).

The pupil will be shown the PPE staff may wear in these situations. This will support their understanding and dispel any fear or worry there may be around protective equipment.

Health Checks and Procedures

Our onsite Health and Wellbeing Centre has been adapted to enable its ongoing running for day to day requirements, as well as having an isolation unit.

Do not send your child into school if they display any Coronavirus symptoms or if they have tested positive within the last 10 days.

Further information on the symptoms of Covid can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Should a pupil or staff member present with symptoms they will be assessed by the Nurse and the appropriate action taken.

Prompt collection of your child will be expected if you are contacted by the medical staff for the safe protection of staff and other pupils. If a boarder displays Covid symptoms they will be admitted to the Medical Isolation Unit.

As a reminder, please see the current guidance about action to take should you or someone in your household have symptoms: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

This link also explains how the NHS Track and Trace system works: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Any pupils self-isolating who are well enough to continue their studies will have access to remote learning.

Hayfever

Please ensure that children who suffer from hayfever have taken their medication before they come to school in order to minimise sneezing and coughing.

Boarding

We have welcomed boarders back to school since the 19 August, providing an onsite quarantine provision to support pupils' safe return to their studies. From September, there will be adjustments to life in boarding to ensure the safety of the whole Stonar community, while retaining the welcoming, family-friendly boarding experience of the School.

Boarding Houses

- All three boarding houses (Ganbrook, Hart and York) will be open.
- Pupils will be allocated to a boarding house based on their year group in order to create bubbles which minimise the spread of Covid.
- Enhanced cleaning and disinfecting of all houses will take place each day to mitigate the risk of infection.
- Additional cleaning of high frequency touch points such as door handles and surfaces will be carried out.
- Hand sanitisers will be available in key areas in each house and boarders encouraged to use them.
- We will not be able to offer any occasional boarding at this stage.
- During the period of national restrictions from 5 November to 2 December 2020, movement from home to the boarding houses is to be minimised, but weekly boarding can continue.

Boarding Medical Provision

- Out of school hours the resident School Nurse will be available to support the healthcare needs of boarders.
- All boarders are registered with the School Doctor and weekly clinics will support any boarders needing a consultation.
- Any boarder showing Covid symptoms will be taken to one of the local NHS testing sites, which will be arranged by one of the School Nurses.
- Any boarder showing Covid symptoms will isolate in our onsite Medical Isolation Unit for at least 10 days or until a negative test is confirmed and the NHS Track and Trace are happy for the boarder to return to school.
- Access to online learning will be made available for all boarders who are self-isolating and are well enough to continue their studies.

Wellbeing

At the start of term, teaching and boarding staff will take time to explain the new procedures to all pupils. This will be reiterated regularly throughout the term and pupils communicated with clearly on any adjustments that are made in the light of new guidance being made available.

We anticipate that for some pupils the return to school and changes in procedures may be challenging and some pupils may feel anxious. Our excellent pastoral team will be available to help any pupil who is struggling. In addition the pastoral team have prepared materials and activities for pupils to support the return to school.

Behaviour

We expect all pupils to adhere to these procedures to ensure the safety of the Stonar community. The School Behaviour Policy has been adjusted in light of measures taken to minimise risk and contact between contact clusters. Compliance with the one-way system, as well as sensible distancing when moving around the school site, will be key to the smooth running of the school and so we will be emphasising the importance of this to pupils.

Stonar pupils behave well and so we do not anticipate anything other than a sensible and responsible approach from the pupils. However, we need to make it clear that deliberate non-compliance with our procedures and protocols will be treated as a disciplinary offence and parents will be informed. If, after a clear warning, a pupil shows continued non-compliance with the measures put in place, we are likely to ask parents to collect the pupil and they will have some time at home as a period of reflection.

FAQs

How will the School manage and control visitor access?

We will inevitably have some visits to the School. However, these visits will be kept to a minimum and all visits will be pre-arranged. Visitors to the School will follow the procedures set out in our updated Visitors Policy.

We are only receiving urgent visitors during the period of national restrictions from 5 November to 2 December 2020.

What is the 'Covid Safe Charter', and has Stonar signed up to it?

The 'Covid Safe Charter' was created by the Boarding Schools Association, which is the body which represents British Boarding Schools. If a school signs up to this charter, they commit to taking all necessary measures to ensure that their community is as protected from Covid as is possible. Stonar has signed up to the Covid Safe Charter, and we take our commitment very seriously. A copy of the Charter is attached to this communication.

Will the School remain open at half term for pupils unable to return home, or whose movements are subject to quarantine requirements?

We will provide accommodation for pupils who may wish to stay at the School over half term. We would encourage parents to consider accommodation with guardians in order for pupils to have a break from School, but we will make the experience of staying here as comfortable and enjoyable as possible. There will be a charge for this service and we will be sending out some further information on this in due course.

Having run a successful Stay@Stonar half term residential programme at the school for our internationally based pupils over October half term, we are closing for the Christmas holiday. We intend to run a similar half term residential for the February half term and for the Easter holiday if required.

It is currently difficult to make travel arrangements, and I am worried that I might need to change my travel dates. Will this be a problem?

No, we are very aware of the challenges that some families face in booking flights, and also of the fact that plans might change when restrictions are updated/removed. We will do our very best to accommodate you, and will be as flexible as we can be. We just ask that you keep the school informed as much as you can of your plans, and if they have changed. To do this, the best approach is to email admissions@stonarschool.com

Please email travel@stonarschool.com for any questions related to travel for the Christmas holidays.

How is the School equipped to deal with a COVID-19 outbreak?

We are very fortunate at Stonar to have an extremely well-equipped Health and Wellbeing Centre, staffed by a specialist team. We have the capacity to isolate pupils who may catch Covid-19 in this facility. Our medical team has consistently provided our pupils with outstanding medical care, and the most up-to-date advice based on the latest official guidance. We also have robust procedures that will enable us to isolate and care for outbreaks in larger numbers.

Please do get in touch with us here at Stonar if you have any questions at all.

We would be very pleased to speak to you.

Phone: +44 (0)1225 701740

**Matt Way (Headmaster):
head@stonarschool.com**

**Nik Hawkins (Deputy Head):
n.hawkins@stonarschool.com**



Nursery | Prep | Senior | Sixth Form

w stonarschool.com

address Stonar, Atworth, Wiltshire, SN12 8NT