

# Senior School Framework and Outbreak Management Plan for the Spring Term 2022 (20.1.22)

## PURPOSE

The purpose of this document is to provide parents/guardians, pupils and staff with information regarding the measures adopted by the school to reduce the risk of transmission of COVID-19. This document also explains some of the additional measures that may be stepped-up in the event of an outbreak of COVID-19 in the school community, this document therefore also acts as the Outbreak Management Plan. The document details some of the daily routines for both pupils and staff along with the guidelines that must be followed by all members of the school community. The COVID-19 risk assessment has been updated to reflect recent changes. The risk assessment is available on the School's website.

## GUIDING PRINCIPLES

These procedures are primarily based on the guidance issued by the Department for Education (DfE) "Schools COVID-19 Operational Guidance" (updated 5 January 2022) and the "Contingency framework: Education and childcare settings (15 December 2022)".

The latter document states, "The overarching objective is to maximise the number of children and young people in face-to-face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk. The impacts of having missed face-to-face education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks. Decision-makers should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible."

## OUTBREAK MANAGEMENT PLAN

In this plan, where relevant, additional steps that could be implemented to mitigate the transmission of COVID-19 have been identified. These are identified as "OUTBREAK MANAGEMENT MEASURES". It might become necessary to consider implementing these (either totally or partially) if there are a number of COVID-19 cases connected to the same potential source. The threshold for considering the implementation of these outbreak management measures will be if 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.

These potential additional measures would be introduced following a re-evaluation of the COVID-19 risk assessment and / or following the advice of the local health authority. The additional measures may only need to be in place for limited amount of time after which they could be stepped down. The additional measures may also only need to be introduced for certain groups within the school.

## CONTROL MEASURES

These measures are relevant to all members of the school community – staff, pupils and parents/guardians.

1. FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19
  - Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other

reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

- If any pupils develop COVID-19 symptoms while at school, they should report to Health and Wellbeing Centre as soon as possible. If any staff members develop COVID-19 symptoms, they should go home and inform the Senior Deputy Head or Head by phone.
- Pupils should follow the Public Health England stay at home guidance for households with possible or confirmed COVID-19 infections.
- The School will implement the asymptomatic on-site testing for pupils at the start of the Spring Term as requested by the DfE. It will also promote the use of at-home test kits for pupils and staff in line with DfE guidance. The Health & Wellbeing Centre will also retain the ability to test pupils on site using lateral flow tests.
- Pupils who have developed COVID-19 symptoms, who have tested positive for COVID-19 or are self-isolating for any other reason should advise the school as soon as possible.

## 2. ENSURING GOOD HYGIENE FOR EVERYONE

- Pupils and staff should all clean their hands thoroughly more often than usual.
- Everyone should wash their hands before leaving home and on arrival at school and after before eating/drinking, using the toilet, sports activities, using public transport and after coughing or sneezing.
- We should not touch our face (eyes, mouth, nose) with hands that are not clean.
- Wash with liquid soap and water for a minimum of 20 seconds. Hand cleansers/gels can be used if soap and water are not available. You will notice that there are hand sanitiser stations at the entrance to every building.
- Good respiratory hygiene will be ensured by promoting the 'catch it, bin it, kill it' approach around the school.

## 3. KEEP OCCUPIED SPACES WELL VENTILATED

- The classrooms in the School are well-ventilated and have opening windows. However, there are some smaller meeting rooms where good-ventilation is not so easy to achieve.
- Staff should consider the need to keep classrooms well-ventilated during lessons by leaving windows open. It may also be necessary to leave doors open. The need for good ventilation should take priority over the need to maintain a comfortable temperature in the room.
- Staff should keep their offices well-ventilated by keeping windows or doors open. Face to face meetings should be kept short or with minimal attendees if they cannot be held in a well-ventilated spaces.

## 4. MAINTAIN APPROPRIATE CLEANING REGIMES

- Enhanced cleaning routines will continue of frequently touched surfaces and higher risk areas, such as toilets throughout the day.

## 5. FACE COVERINGS

The updated DfE guidance on face coverings for the start of the Spring Term is as follows:

“From 20 January, face coverings are no longer advised for pupils, staff and visitors in classrooms. From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas.”

After 27 January, pupils should still ensure that they carry a face covering in school, as members of staff may require pupils to wear a face covering in certain circumstances.

It remains the case that staff and pupils may wear a face covering if they wish to do so.

**OUTBREAK MANAGEMENT MEASURE:** In response to an outbreak, it may be necessary to make the wearing of face coverings mandatory again for all pupils, staff and visitors unless they are exempt. Depending on the seriousness of the outbreak, it may be that the wearing of face coverings is limited to crowded indoor areas such as corridors. However, if necessary, face coverings may need to be worn in classrooms too. Any decision to change the school's policy on wearing face coverings following an outbreak, would likely be taken in consultation with the local health authority.

## 6. BUBBLES

The DfE no longer recommends that it is necessary to keep children in consistent groups ('bubbles').

**OUTBREAK MANAGEMENT MEASURE:** As part of the School's Outbreak Management Plan, it may be necessary to introduce bubbles to reduce mixing between groups. This may include:

- Reduced size assemblies or Zoom assemblies
- Social distancing measures for staff and bubbles.
- The use of face coverings in communal areas and/or classrooms.
- Lunch served and sat in bubble groups.
- Break time areas designated for separate bubbles.
- Sanitising desks before each class.
- Stonar Clubs operating in contact cluster groups.
- Increased safety measures in sport, such as sanitising equipment and a reduction or loss of matches against other schools.
- Boarding house bubbles re-introduced.

## SCHOOL ROUTINE

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| Testing |
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We would ask all Senior School pupils to take a Lateral Flow Device (LFD) test on the evening before returning to school or on that morning.

Boarders will be tested on arrival at school.

Senior School day pupils will have one LFD test in school on the first morning of term. Pupils will be kept in year groups until the administration of their LFD test, which will take place during the course of the morning of Monday 10 January. Any day pupil testing positive on the LFD test on either of these days will require immediate collection by parents. Boarders will be looked after in our Health and Wellbeing Centre and parents informed.

Testing remains voluntary but strongly encouraged. Parents should email the Senior Deputy Head, Nik Hawkins, on [n.hawkins@stonarschool.com](mailto:n.hawkins@stonarschool.com) by the end of Sunday 9 January if they do not wish for the child to be tested.

Prep School pupils will not be tested, but Prep staff will follow the staff testing regime.

Subsequent to in-school test, Senior School pupils will then test twice a week at home on Monday and Thursday morning or Sunday and Wednesday evening. Boarders will follow this regime in school. School staff will be home testing twice a week as above. Ordinarily test kits will be supplied to pupils and staff through the School, however, there is a shortage in the supply to schools and we only have enough for the initial testing at this stage and so please would day pupils access supplies through other outlets for the time being.

Staff and pupils must report their home test result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should ensure that a positive result is reported immediately to the School, the pupil or member of staff should stay at home. It is no longer necessary to book a PCR test, although this may be sensible if there is doubt about the validity of the LFD test. See the 'Medical' section below on the guidance in the event of a positive LFD test.

## School Transport

School transport for Senior School pupils will run as normal from the first day of term, Monday 10 January.

Pupils will be required to wear face coverings whilst on the school buses. Parents are asked to provide these face coverings for the pupils. Each bus will carry some spares.

## Timetable/Curriculum

The school day will start at 8.30am and will run to 5.15pm. Parents may collect after lessons finish at 4.00pm if their child has no other commitments.

Pupils will mix at playtime and during lunchtimes.

We will be running our full Clubs programme at 4.15pm from Monday to Thursday.

School Assemblies will be on Zoom for the first part of the term with pupils in tutor groups in classrooms. The Sixth Form will be in the Buckle Hall.

Music and LAMDA lessons with our peripatetic teachers will take place as normal.

We are now able to run school trips, within Covid-19 guidelines.

**OUTBREAK MANAGEMENT MEASURE:** Trips may be reduced to day trips only or no trips at all. Clubs may become by year group or contact cluster if necessary. Pupils may need to be separated into class and year groups at break times.

## Uniform

Children are required to be in normal school uniform and should bring PE/riding kit into school in their sports bag. Pupils will change before PE/Games or a riding lesson.

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.

**OUTBREAK MANAGEMENT MEASURE:** We may revert to pupils wearing their PE kit into school and all day on days when they have PE or Games.

## PE/Sport

PE and Games will be run with the normal amount of time allocated to them each week. We will run our PE and Games programme in adherence to the guidance offered by the governing bodies of each sport.

We have a full fixture programme for the term ahead – please see the calendar on SchoolBase for details.

Swimming will be running as part of our PE and activities programme. Indeed, we have swimming galas against other schools this term. Swimming sessions will be detailed in the activity schedule.

Pupils will now bring their sports kit into school and change for PE/Games and riding as required.

**OUTBREAK MANAGEMENT MEASURE:** Games may have to be by year group with increased sanitisation of equipment during and between sessions. School fixtures may need to be limited with parents unable to watch or cancelled all together.

## Hand Washing, Hand Sanitisers and Respiratory Hygiene

Handwashing remains one of the key protective measures and we will continue to encourage good hand hygiene.

There will be hand sanitiser stations at the entrance to each teaching block and in key areas such as the dining hall. Pupils will be expected to sanitise their hands before entering each classroom or key area. Pupils may 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 remain 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.

## Face Coverings

The DfE guidance on face coverings for the start of the Spring Term is as follows:

“We recommend that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas.

From January 4, we also recommend that in those schools where pupils in Year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

Pupils in these schools must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school.

We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers.”

**OUTBREAK MANAGEMENT MEASURE:** The guidance above is as described in the DfE guidance as a temporary measure. If the guidance changes to face coverings not being required, in response to an outbreak, it may be necessary to make the wearing of face coverings mandatory again for all pupils, staff and visitors unless they are exempt. Depending on the seriousness of the outbreak, it may be that the wearing of face coverings is limited to crowded indoor areas such as corridors. However, if necessary, face coverings may need to be worn in classrooms too. Any decision to change the school's policy on wearing face coverings following an outbreak, would likely be taken in consultation with the local health authority.

## Medical Care and Positive Cases

**Do not send your child into school if they display any coronavirus symptoms or if they have tested positive within last 5 days.**

Further information on coronavirus symptom can be found here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

The Health and Wellbeing Centre is open with the School Nurse present throughout the day (Monday to Friday) in order to support with any medical needs should they arise.

Should a child present with Coronavirus symptoms they will be assessed in the HWBC and the appropriate action taken.

Prompt collection of day pupils will be expected if you are contacted by the staff. Boarders will be cared for in the Health and Wellbeing Centre and parents contacted.

Parents should then follow the government guidance on isolation, which can be found here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#tests-for-covid-19>



Should there be a positive case in the school we will not be emailing notification of this to all parents, but we will identify any close contacts and inform parents of that contact. The current guidance is that those close contacts do not need to isolate, but that close contacts should take a LFD test every day for 7 days.

## Visitors

Records of visitors and contractors to site will be recorded for Track and Trace.

Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.

Parents are welcome to drop off children at classrooms and to attend matches and events. Each event will have its own control measures.

All visitors and contractor will wear face coverings throughout their visit.

**OUTBREAK MANAGEMENT PLAN:** Other than at drop off or pick up times, when parents/guardians should not get out of their cars, parents/guardians may be asked not to come onto the premises unless they have an appointment or it is an emergency. Prospective parent visits will be allowed on site provided they have a pre-arranged appointment. It may be necessary to restrict access to classrooms or boarding houses (to times when there are no pupils present).

## Contingency Planning

We will consider additional actions should cases of Covid-19 start to become more prevalent in school. Guidance states that schools should take extra actions should either of the below be true:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period; or
- 10% of children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period

We will, of course, remain in close communication with you should any of the above become a possibility.

## Additional Guidance for Staff

## **PPE**

- Whilst the DfE states that most staff in schools will not require PPE beyond what they would normally need for their work and the face covering requirement, if any members of staff feel that they would like additional PPE they should discuss this with the Senior Deputy Head.

## **Classrooms**

- DfE guidelines recommend that classrooms should be well ventilated. Staff will need to be aware of this as windows may need to be left open at the expense of keeping the classroom warm. Staff should encourage all pupils sanitise their hands prior to entering the classroom.
- Teachers may choose where pupils should sit in their classrooms, but they should keep a note of their seating plans for each class so that these can be used for reference in the event that they are needed to trace close contacts of someone who has tested positive for COVID-19.

## **Staff Room**

- The Staff Room is available for staff to use.

**OUTBREAK MANAGEMENT MEASURE:** Use of the Staff Common Rooms should be minimised. Staff should not congregate in the Common Room and it may be necessary to put a limit on the maximum number of people in the room. Staff briefings will take place via Zoom.

## **Medical Matters**

- If staff are approached by a pupil complaining that they are suffering with symptoms of COVID-19, they should advise the pupil to the head directly to the Health and Wellbeing Centre. Depending on the age of the pupil, staff members may wish to escort the pupil whilst maintaining social distance. They should do the same if pupils are displaying symptoms of COVID-19.
- If staff develop symptoms they should leave school immediately.
- Teaching members of staff should inform the Senior Deputy Head when this happens. Support members of staff should inform their Line Manager and Senior Deputy Head.
- If there are members of staff who are at a higher risk or who have vulnerable family members (for example they may have previously been classified as extremely clinically vulnerable or clinically vulnerable), the School is happy to work with them to develop an individual risk assessment to ensure that appropriate mitigating measures are put in place which could involve PPE for their individual needs and nature of work. Members of staff should inform the Senior Deputy Head where this is the case.

## **Lunch**

Lunch will be served in the Dining Hall on plates and staff will be able to eat lunch there. Take-away lunches for staff are also available.

**OUTBREAK MANAGEMENT MEASURE:** To reduce the number of people eating in the Dining Hall it may be necessary to serve lunch for staff as a take-away service only. In this case, staff would be asked to collect their lunches and eat in their offices or outside.