



HOLMWOOD HOUSE
SCHOOL

Re-Opening Plans - March 2021

STAGE 6

We are delighted to be able to welcome the children back to school on 8 March 2021. It is our expectation that all children will return, feeling safe and secure in an environment which reflects, as much as possible, normality. There are no changes to the current arrangements for the Pre-R and nursery.

To facilitate us ensuring the school is ready for the safe return of the pupils, **we will suspend online learning on Friday 5 March**. Additionally, we will not be able to provide the Key Worker service that day. Staff will spend the day in school preparing classrooms for the pupils' return. There will be no registrations, however teachers will be setting work and pupils should complete as much of this as possible.

We have read and digested the most recent government guidance and are planning the re-opening of the school accordingly. In brief:

- All pupils will be taught in school; there will be no remote learning provision unless pupils are self-isolating;
- Pupils will be accommodated in four zones, broadly in line with our phases:
 - **Zone 1 - Pre-R and Reception children - the EYFS building**
 - **Zone 2 - Years 1 to 3 - the Pre-Prep building**
 - **Zone 3 - Years 4 to 6 - the Garden Block and Library**
 - **Zone 4 - Years 7 & 8 - the Stable Block**
- Each zone will have appropriate access to toilets and outdoor play areas;
- Where appropriate, staff will cross between zones to enable specialist teaching and other whole school functions;
- Our catering function will resume for all pupils, offering morning snack and lunch, as well as evening light meal for those choosing to opt for this. Appropriate cleaning arrangements will be in place between zone sittings;
- The normal school start and finish times will be resumed (see Appendix A);

- There will be wraparound care facilities in zones, including Early Morning and Biscuit Clubs for Pre-Prep children and Early Morning and post-school Activities for Years 4 to 8 - more information to follow;
- All pupils should bring a named water bottle;
- Pupils should attend school in their full school uniform.

CURRICULUM DELIVERY

- The full curriculum will be delivered across all year groups. Any restrictions due to Covid-19 will be managed to create as little impact on the children's learning as possible.

PE & GAMES

- the delivery of our PE and games programmes will follow government guidance as well as our own internal measures;
- pupils will be kept in consistent zone groups;
- sports equipment will be thoroughly cleaned between any use by different groups,
- contact sports will be avoided;
- outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.
- we remain in communication with other schools regarding the possibility of fixtures at some point in the future but these will not take place in the first instance. We will arrange internal matches.

CONTINGENCY

We are aware that there is the possibility of;

- an area lockdown causing school closure
- an incidence in school requiring zones to self-isolate

In both instances we will lay out contingency plans that will enable any affected pupils to transfer to remote learning within a 24 hour period.

ACCOMMODATION (ZONES)

Year Group	Zone	Location	Outdoor Space
Pre-R	1	Pre-R Room	Reception Garden
R		Reception Rooms	Reception Garden
1	2	Year 1 Classrooms	Pre-Prep Playground & Main Field (Tennis Court End)
2		Year 2 Classrooms	Pre-Prep Playground & Main Field (Tennis Court End)
3		Year 3 Classrooms	Pre-Prep Playground & Main Field (Tennis Court End)

4	3	Garden & Library Blocks	Yard & Colts
5		Garden & Library Blocks	Yard & Colts
6		Garden & Library Blocks	Yard & Colts
7	4	Language Classrooms	South end of the Yard & Main Field (Adventure Playground End)
8		Language Classrooms	South end of the Yard & Main Field (Adventure Playground End)

STAFFING

All staff will be in school.

ATTENDANCE & ABSENCE

- all children should be in school; there will be no remote learning provision (unless above contingency invoked or exceptional circumstances);
- if your child is unwell and unable to attend school please notify the school office in the normal way;
- no one with COVID-19 or COVID-19 symptoms should attend school at any time.

PREVENTION

- all children should wash their hands immediately before leaving home and will be encouraged to do so regularly throughout the day;
- there will be mandatory hand sanitisation upon entry to the school buildings;
- staff will maintain a suitable distance from children and other adults as appropriate;
- parents will not be allowed in the buildings.

SEPARATION - the following measures will be adopted:

- the school will be divided into four zones in which year groups of children will remain for their time in the school (unless accessing specialist subject areas (e.g. music, art, science) and outdoor spaces for teacher-directed learning activities and/or exercise, etc);
- pupils from each zone will not interact with pupils from other zones;
- social distancing measures will be adopted as appropriate and as far as possible, based on the guidance, e.g. pupils facing the front rather than around group tables;
- assemblies will be arranged in zones or, if wider, via Google Meet;
- age-appropriate social distancing measures will be encouraged during play times and management of group numbers will be adopted;
- staff will maintain a suitable distance from pupils and other staff as much as possible;

- separate drop-off and collection times and venues will be used across the sites; (see Appendix A);
- to minimise adult interaction and possible transmission of the virus, parents are reminded not to drop items off at the front office in the mornings or during the school day.

EQUIPMENT & UNIFORM

- all pupils should wear their school uniforms and bring the appropriate PE kit into school as normal. On days where Years R, 1, 2 and 3 have PE, they should attend school in their PE Kit;
- Pupils may bring additional layers in cold weather as buildings will be ventilated by open windows;
- from Year 4, where possible, pupils should bring their own, fully-charged, Chromebooks into school. Please wipe devices down each day;
- Years 2 and 3 pupils will have access to school Chromebooks, so do not need to bring their own. These will be thoroughly and appropriately cleaned in between use;
- pupils **MUST** wear earphones for Chromebook work - ideally the type with an in-line microphone;
- Years 2 and 3 pupils also require headphones/earphones;
- pupils should bring their own pencil cases into school.

TESTING

- pupils in Years 7 & 8 will be tested in school three times, 3-5 days apart, as they return to school and then twice weekly at home on an ongoing basis. The first test will take place in school on **Friday 5 March**; we will issue further information regarding this soon;
- staff will continue to be tested twice weekly, with all staff to undertake home testing rather than in school;
- testing remains voluntary but “strongly encouraged”;
- where consent was granted for in-school testing for the start of the spring term, this will be carried through unless parents inform us otherwise.

LUNCHES - all pupils will eat school snacks and lunches.

- pupils should not bring any food into school;
- we remain a NUT-FREE school;
- please send in a named water bottle - other drinks are not permitted;
- catering staff will wear face coverings;
- arrangements in the Dining Rooms will be adjusted to ensure adherence to the zoning and hygiene requirements, e.g. how food and cutlery are distributed, tables and benches wiped down between different zone sittings, adjustments to some provisions, etc.

OVERNIGHT STAYS - this will resume from the first week back

- Years 7 & 8 - Thursday evenings;

- Years 5 & 6 - Tuesday evenings;
- Parents should confirm with the front office if they would like their child to board in the week beginning 8 March.

PERSONAL HYGIENE, HEALTH & SAFETY

- any individual who is unwell with coronavirus-like symptoms, or who has someone in their household who is, **should not attend** nursery or school;
- everyone should wash their hands regularly using the 20 seconds guidance and use of alcohol hand sanitiser will be encouraged throughout the day;
- everyone is encouraged to continue the 'catch it, bin it, kill it' approach;
- first aid cover will be available in school whilst pupils are on site;

SCHOOL HYGIENE - the school's cleaners are appropriately briefed regarding the daily regime required in line with COVID-19 cleaning standards;

- all areas of the school and nursery in use will be deep cleaned before anyone returns;
- regular, daily cleaning will take place;
- any additional cleaning requirements and hours will be agreed with the caretaker and cleaning contractors;
- soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), may not be used;
- school Chromebooks will be wiped down before returning to the charging station.

PERSONAL PROTECTIVE EQUIPMENT - the government guidance on the use of PPE is as follows:

- for pupils in Years 7 and 8, face coverings should be worn when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.
- for pupils in Years 7 & 8, face coverings should be worn in classrooms or during activities unless social distancing can be maintained. 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.
- in Years R to 6, face coverings should be worn **by staff** in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).
- children in Years R to 6 do not need to wear a face covering.
- changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus;
- the majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way;
- if a child becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home; a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

The school's response to a SUSPECTED CASE - the following steps will be taken in the event of a suspected case in the school;

- if anyone becomes unwell with a new, continuous cough or a high temperature in the setting, they will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).
- if a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people;
- if a child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- in an emergency, we may call 999 if a child is seriously ill or injured or their life is at risk.
- if a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive;

The school's response to a CONFIRMED CASE - the following steps will be taken in the event of a suspected case in the school;

The school will take swift action if they become aware that someone who has attended has tested positive for coronavirus (COVID-19). (Parents must inform the school - via headmaster@holmwood.house - if they have a positive test result in the household.) The school will contact the local health protection team. This team will also contact

schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the school in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the school will keep a record of pupils and staff in each group.

A template letter will be provided to the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with our local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site, zone or year group. Through implementing the controls above, addressing the risks we have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and will not be considered except on the advice of health protection teams

APPENDIX A - Drop-offs and Collection

PARENTS MUST ABIDE BY THIS GUIDANCE

Parents dropping off and collecting PP children are asked to wear a face covering as they leave their car and when waiting at designated collection and drop off places. Social distancing measures should be maintained at all times by parents.

Room/Class/Year	Drop Off	Instructions	Collection
Pre-R and Reception	8.15-8.25am (or as agreed if Pre-R) Park on the main drive beyond EYFS building and in the car park between North Lodge and Holm Lodge. Please do not block drive. Enter the side gate to EYFS garden. Exit by middle gate opposite Talbot Room.	Leave your child with a member of staff at the Pre-R OR Reception cloakroom doors. Do not linger to chat. Do not enter the building.	3.15pm (or as agreed if Pre-R) Park on the main drive beyond EYFS building and in the car park between North Lodge and Holm Lodge. Please do not block drive. Enter the side gate to EYFS garden. Exit by middle gate opposite Talbot Room.
Years 1	8.15-8.25am RAMP Door of Pre-Prep building.	Park in Pre-Prep car park. One parent may accompany their child to the RAMP door and hand over to a member of staff on door duty. Do not linger or chat in the car park.	3.25pm Park in the Pre-Prep Car Park and wait (socially distanced) by the Pre-Prep Front door. Children will be released to you from there. (Please queue along the building in the direction of the main house, i.e. under the Year 1 classroom windows.)
Year 2	8.15-8.25am RAMP Door of Pre-Prep building.	Park in Pre-Prep car park. One parent may accompany their child to the bottom of the ramp RAMP and hand over to a member of staff on duty. Do not linger or chat in the car park.	3.25pm. Park in the Pre-Prep Car Park and wait (socially distanced) in the Pre-Prep playground. Children will be released to you via the Pre-Prep Hall door. On Mondays, children will be released to you via the RAMP door and on Tuesdays to Fridays via the Pre-Prep Hall door.

			When entering the PP playground, in order to avoid congestion at the ramp, please use the back gate, around the building, by the changing room doors.
Year 3	8.15-8.25am RAMP Door of Pre-Prep building.	Park in Pre-Prep car park. One parent may accompany their child to the bottom of the RAMP and hand over to a member of staff on door duty. Do not linger or chat in the car park.	<p>Mon, Tues, Thurs. Collection 4.00pm after Activities. Wednesdays and Fridays, 3.25pm.</p> <p>Year 3 staff will be on duty on the ramp from 4pm to release children to their parents as they arrive. Please drive slowly and wait in your car at the bottom of the ramp for your child to be escorted to your car, then either turn sharp right and exit the school or remain in the one-way system to collect siblings in Years 4, 5 and 6.</p> <p>Parents should not arrive before 4pm as there will not be parking space.</p> <p>Wed and Fri collection 3.25pm. Please park in the far end of the Pre-Prep Car Park (away from the ramp, and wait (socially distanced) there. Children will be released to you via the Ramp Door.</p>
Years 4, 5 and 6	8.00-8.25am	Parents remain in cars.	4pm, 5.50pm or

	<p>Park on the main drive between entrance and main house. Please do not block the drive.</p>	<p>Pupils exit and make their way to the Dining Room via the ramp then to yard or classrooms at 8.25am. Parents, please do not linger or chat.</p>	<p>6.15pm Sports Hall. Parents remain in cars and follow the one way system. Please be prompt. 5.05pm Collection from the main drive. Parents remain in cars. WEDNESDAYS Staggered collection times: 3.55pm Year 4 4.05pm Year 5 4.15pm Year 6</p>
<p>Years 7 & 8</p>	<p>8.00-8.25am Park on the main drive beyond the zebra crossing. Please do not block the drive.</p>	<p>Parents remain in cars. Pupils exit and make their way, between main house and Talbot Room, to the dining room via the back door to the dining room corridor. Parents, please do not linger or chat.</p>	<p>5.50pm or 6.15pm Main drive. Parents remain in cars. Pupils are accompanied to the front drive by staff members. Please do not be late. 5.05pm Collection from the main drive. Parents remain in cars. WEDNESDAYS 4:15pm Main drive.</p>
<p>Breakfast/Biscuit Club</p>	<p>7.30am Drop off will still be at the back door of the dining room. 8.00am Please go to the Pre-Prep front door and Mrs Duce will let you in.</p>	<p>Parents, please do not linger or chat.</p>	<p>Parents should either join the one-way system or park if the driveway is clear and call 01206 216109. Mrs Childs, Biscuit Club Coordinator, will then be able to dismiss the children via the ramp door. Please only call when you are on the premises as Mrs Child cannot wait at the door with children.</p>