



BROOKE HOUSE COLLEGE ENGLAND

Principal: M.C.Oliver B.Sc

17th July 2020

Dear Parents, Guardians & Agents,

Now that the dust has settled on the previous academic year, I wanted to write to you all to let you know what steps we have been taking to ensure that we can return to as normal an operational capacity as possible in September.

In preparation of the new term, and allied to our following of the Boarding Schools' Association (BSA) Covid-safe Charter, as well as the ongoing government guidelines, we have prepared ourselves thoroughly for the new school year. In fact, we are operating our regular summer school, and have all the safety measures in place in readiness to welcome them very soon.

I would like to highlight the key features in this letter, and in due course, we will also send round a short video emphasising them as well. In essence, we are splitting our preparations into five distinct areas.

- Work prior to the school re-opening;
- Preparation prior to leaving home to return to school;
- Arrival of pupils in the UK;
- Arrival at the school; and
- What to expect once school is running.

The college has purchased steam cleaners along with other cleaning devices and products to make possible a thorough and complete 'Deep Clean' of all indoor areas. These include classrooms, boarding houses, study bedrooms, kitchens and dining areas. We have been in touch with a COVID-19 test provider, and we have taken on board all Public Health England (PHE) regular advice and guidelines. Furthermore, we have published clear guidelines to staff regarding their holiday destinations and any need to quarantine at least two weeks before the new school year starts. We have established quarantine houses and isolation areas and have employed a new school nurse, who is a senior NHS nurse with 18 years' experience, and is an NHS 111 provider, who will be resident at the school.

Before pupils set off for school, we would urge all families to contact us if there are any questions or concerns you might have, and we will of course answer them. Should you require any additional written letters from the school confirming your child's return to the school, we will of course provide them. For those arriving from overseas we will confirm arrangements for the pick-up of pupils from the airport. Any additional tier 4 sponsorship details or other emergency contact details will also be available.

Upon arrival at the airport, we will ensure each pupil is met by a college representative (unless you wish a guardian to do so). Each of our representatives will be aware of social distancing, will be COVID negative, will be wearing a face mask, and will ensure that the journey back to school is non-stop with a supply of water for the journey and in a vehicle that has itself been deep cleaned.

Once the boys and girls reach the school, we will be operating quarantine houses for those who need them. We will ask pupils to contact home to let you know they are safely with us and explain to them all the regulations in place for all safety matters. These will include such measures as building fire safety, quarantine protocols, and how and when meals will be delivered, Wi-Fi details of the building, laundry arrangements and anything else pertinent.

Pupils will come out of quarantine when they are deemed to either be clear or have remained in quarantine for the correct number of days, as laid down by the government in relation to the country your son or daughter has just come from. Whilst in quarantine, daily remote temperature checks will be carried out, and all pupils will have access to the college nurse if required.

Classrooms will be ready for social distanced teaching, as too will be dining areas and other 'pinch points' along our corridors or rooms. We have already installed additional hand sanitisers in every school building, we will remind pupils about regular hand washing with clear notices published on our noticeboards and in boarding houses. We will be providing pupils and staff with washable/reusable face masks, but pupils can return with their own if they are happier using them. The school has already purchased and put on display clear notices about procedures to follow and will be cleaning all areas more regularly than normal. Door handles will be sanitised, along with stair bannisters, desk surfaces in classrooms and so on.

We will aim to place all pupils in single rooms as much as possible, even if this means an existing double only has one occupant. Once things are clearly more normal, we can review this bearing in mind operational matters of the school.

We will aim to operate, where practicable, social bubbles, which could be by house, year group or football academy players. Within boarding houses, we will be taking temperatures twice daily and will be monitoring for any signs of symptoms constantly.

Of course, all of these measures will be familiar to our boys and girls who remained with us over the Easter vacation and throughout the summer term, so parents can be comforted that we have already had a couple of months practising all of the safety measures I have outlined above. The safety of pupils and staff is absolutely of paramount importance.

Building upon our previous operations, the smooth running of the summer school, and an incredibly detailed risk assessment document, I would like to reassure you that every measure that we have thought of, will be acted upon to ensure your sons and daughters are all kept safe next term.

In due course, this letter will be summarised in a short video, which will be sent to you all, so along with this letter and video, you should have all of the information you need. However, my staff and I will also be available to deal with any further questions you may have regarding any concerns, so do please feel free to e-mail if you have anything on your mind.

In the meantime, do please have a wonderful summer, keep well and stay safe.

Yours sincerely

A handwritten signature in blue ink that reads "M. Oliver". The signature is written in a cursive style and is underlined with a single horizontal line.

Mike Oliver
Principal