



# Health & Safety Measures

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*Planning for the safe return of all our pupils*

**August 2020**



**Felsted**

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# Planning for Safe Return of all Pupils

## *Autumn Term 2020*

The safety, health and wellbeing of our pupils and staff remain our priority. We are being continually guided by the UK Government and other organisations in our decision-making to ensure the safe return of all our pupils to Felsted for the Autumn Term. This document sets out our current thinking and will be updated regularly as advice is given and our policies are developed. We welcome any feedback and will work with you to allay any concerns.



### *Our aims are:*

- to minimise the risk of transmission of the virus to protect our community of pupils and staff (and their households).
- to prioritise pupils' academic progress.
- to ensure the wellbeing of both pupils and staff.

When the school opens, each Year Group will be a 'bubble' and each House (Senior Houses and Hamilton House) will be a Household.



# Felsted Health & Safety Measures

## *Experience to date in 2020*

- We provided a safe and enjoyable lockdown experience for 15 boarding students over Easter, who were unable to get home.
- We taught and cared for key worker children during lockdown in the Summer Term.
- We welcomed back Reception, Year 1 and Year 6 pupils in June for 5 weeks of teaching on site. Children were taught in small groups and adapted well to the new safety measures we had put in place.
- Year 10 and 12 returned to Felsted for three weeks in June to experience lessons and some co-curricular activities. Pupils and staff worked together to create a safe, productive and enjoyable experience.
- A number of Year 10 and 12 pupils experienced a boarding week at the end of June in two co-educational boarding houses. This week was a fantastic learning experience for all involved, provided everyone with much confidence that boarding can be done safely in this current environment, if health and safety measures are adhered to.



# Felsted Health & Safety Measures

## On Campus

- Deep cleaning across the site will take place before pupils return.
- Additional hand-washing facilities have been installed for frequent hand-washing. Regular cleaning and hygiene checks of all touchpoints and washrooms will take place.
- Hand sanitisers are available at all key places across campus and will be checked and filled/replaced regularly.
- Temperature checks of all staff and pupils will be actioned daily.

- Social distancing arrangements have been introduced with one way systems, where possible, particularly in high footfall areas. Scheduled timings to avoid large groups in one place.

- All staff and pupils are required to bring a mask into school (age dependent) to be worn at certain times as will be instructed, eg in the LRH Servery when collecting meals, in the Tailor's Shop etc. Pupils and staff will be welcome to wear face masks if they choose to do so.

- Parents will not be allowed inside buildings for the time being (except Reception pupils in week 1). Any meetings/discussions can be conducted by telephone or by Google Meet.



# Felsted Health & Safety Measures

## *In the Classroom*

- Classrooms and offices have been de-cluttered and deep cleaned, with all filing cabinets, cupboards and bookcases removed.
- All desks now face one way with an appropriate number allocated for the size of room.
- A 2m distance zone has been marked out for teachers.
- All classrooms will be provided with cleaning spray, and teachers will supervise pupils wiping their desk at the beginning or end of their lesson (age dependent).
- Classrooms will be exited by pupils directly outside, where possible.
- Classrooms will be well ventilated.



# Training and Information

## *For Staff & Pupils*

All staff will have had Health & Safety Training regarding our Back to School measures. Sessions will include First Aid, Health & Safety, and Pedagogy preparation for the current teaching environment we are in.

Age appropriate safety posters and floor markings will be displayed around the school to remind pupils and staff of health and safety measures.



# Academic Measures

- Our normal lesson timetable will be followed, although some lessons will need to finish slightly earlier before lunch and start slightly later after lunch. This includes Saturday School for Year Groups this applies to.

- For all senior pupils and older prep pupils, depending on year group:

- Google Classroom will be used for all lesson material and homework tasks
- No work will be completed on paper or in exercise books; all work will need to be submitted on Google

- Year 11 and 13 Progress Checks to be conducted from 1-4 September. Any catch up sessions will be timetabled.

- Tutorials will be conducted in Year Group 'bubbles'.

- Any subjects involving practical work will be risk assessed and operating procedures agreed with Senior/Prep Deputy Head.

- While the situation remains complicated, we will continue to provide remote learning for those that need this, or would prefer to learn in that way.

- All assessments and entry exams are planned to be carried out online for the foreseeable future.



# Co-curricular Measures

## Drama

- Productions will be rehearsed and performed within year group bubbles.
- LAMDA lessons can take place in person, socially distant.

## Music

- Individual instrumental lessons can take place in person, socially distant, apart from singing, brass/wind, which will need to be on Google Meet.
- Ensembles within year group bubbles, except for singing & brass/wind.

## Sport and Fixtures

- Cricket, Tennis, Athletics, Hockey will be played strictly by Year Groups.
- Unfortunately there will be no external fixtures initially, although internal fixtures will run.

## Trips

- Trips outside of school will not be able to take place until further notice.
- International trips not permitted until May 2021 at the earliest.

## Senior Specific

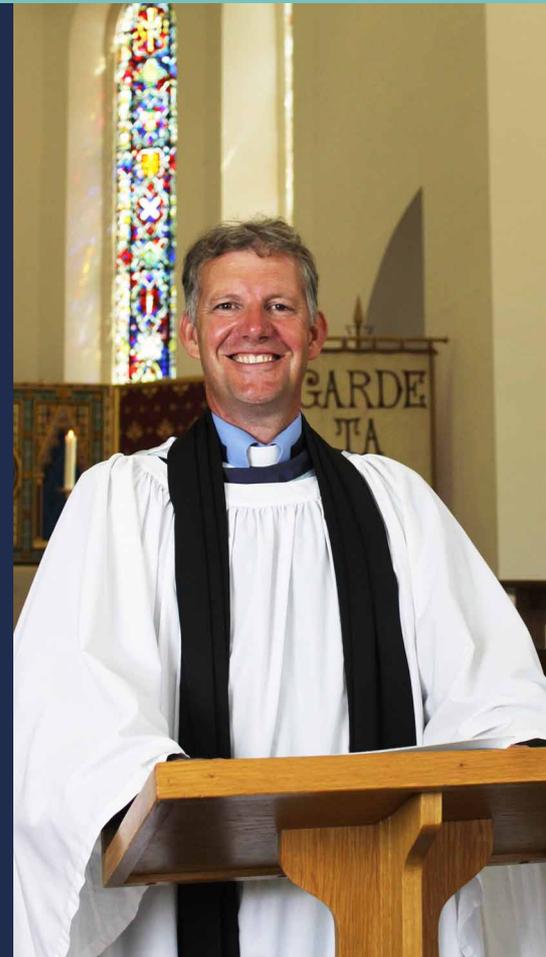
- **Activities:** optional programme to be constructed, alongside academic catchup (compulsory for some), mainly on Mondays, Wednesdays and Fridays. Sport on Tuesdays, Thursdays and Saturdays.
- **CCF/DofE:** senior pupils to continue leadership programme as far as possible. Planning and preparation only within Year Group bubbles.



# Pastoral Measures



- Tutorial Times will be conducted within Year Group bubbles.
- Senior School Year Group Assemblies will take place on a rotational basis during each fortnight, one Year Group at a time, in Chapel, led by the Headmaster (prayers led by the Chaplain).
- Prep Year Group Assemblies for each Year Group will take place on a rotational basis in the Roed Hall.
- Initial Assemblies will include Wellbeing Staff.
- Chapel Services will take place virtually for all to engage in as part of the normal timetabled school day.



# Medical and Wellbeing

- Felsted's Medical Centre will be fully operational. Further information can be found on [www.felsted.org/boarding-day/medical-centre](http://www.felsted.org/boarding-day/medical-centre).
- Medical staff have had additional training.
- Isolation facilities are available, if necessary.
- Chelmsford Hospital is only 15 minutes away, if required.
- Felsted's Wellbeing Centre will also be fully operational. Further information can be found on [www.felsted.org/boarding-day/wellbeing](http://www.felsted.org/boarding-day/wellbeing).



# Meal Times

- Handwashing stations will be used by all before eating meals.
- The LRH Dining Hall will be split into two physically-separated halves for lunch so Year Groups can eat in their 'bubbles'.
- Years 6-13 will be fed a hot lunch in the LRH on a strictly timed basis per Year Group, as will Reception to Year 2 in Stewart House and Years 3 to 5 in the Prep School Dining Room.
- Breakfast and Supper will be provided for Boarders only, seated in Houses (Households).
- Catering teams will follow all guidance in maintaining a safe environment, including cleaning between Year Group sittings.



# Boarding Measures



- Each Boarding House will be defined as a household.
- Gradual reintroduction of our boarding pupils, prioritising our traditional boarders.
- Temperature checks will be taken each morning at registration.
- Rooms will be inspected each morning before lessons to ensure they are tidy and can be cleaned easily.
- Bathrooms will be cleaned twice daily with virucide.
- Social distancing to be adhered to as much as possible. Pupils will not be allowed to overcrowd common areas (capacities will be displayed). House Assemblies will be delivered virtually.



- Additional hand-washing stations will be provided outside, to allow for hand washing before entering Houses.
- No pupils will be allowed into any other pupil's room, or visit each other's Houses.
- One-way systems will be implemented where possible.
- Additional risk assessment and risk mitigation process.



# Day Pupil Measures

- Senior School Day Houses will be defined as separate households.
- Staggered arrival times for all day pupils.
- Additional hand-washing stations will be provided outside, to allow for hand washing before entering buildings.
- Temperature checks will be taken each morning at registration for all day pupils.
- Bathrooms & Toilets will be cleaned twice daily with virucide.
- Social distancing to be adhered to as much as possible. Pupils will not be allowed to overcrowd common areas (capacities will be displayed). House Assemblies will be delivered virtually.

- No pupils will be allowed into any other Year Group common room, or to visit other Houses.
- One-way systems will be implemented where possible.



# School Transport



Minibuses will run from September with some changes to ensure the safety of our pupils and drivers.

- Siblings will be asked to sit together and pupils will be distanced from each other where possible.
- Pupils will be required to wear face masks for the duration of the journey.



- A screen will be fitted to each minibus, to be positioned between the driver and the pupils to reduce the possibility of any virus transmission.
- Only the driver will open and close the minibus doors to reduce any contact transmission.
- Pupils will have their temperature checked before being allowed to board the minibus.
- We will do our best to ensure the driver and bus will be the same for each route each day. It is very unlikely the minibuses will be used for anything other than pupil pick up and drop off, which will eliminate any unnecessary cross contamination.
- At the end of each journey, hard surfaces within the minibus will be appropriately cleaned by the driver.

# International Pupils

- We will be opening boarding on Monday 24 August for those pupils who need to quarantine for 14 days on arrival. Pupils will be cared for by fully trained members of Felsted staff and their personal wellbeing will be carefully supported alongside academic structure and guidance. For those in Year 11 and 13, progress checks will take place during this time.



- We will still be hosting our introductory LEAP week for our new overseas pupils, who do not need to spend time in quarantine, and this will begin on Wednesday 2 September, as originally planned.

- We will arrange for Felsted transport to pick each student up from airports to minimise contact with non-Felsted staff.

- Pupils will be monitored carefully and according to Government advice. We have a separate, fully equipped Medical Centre with qualified staff if required.

- If lockdown measures increase again, pupils will be able to remain at School until they are able to get home, as we did earlier this year.



- Felsted will remain open for exeats (as normal) and during Autumn half term for those who do not wish to travel home.

# Uniform

Washable clothing should be worn by both pupils and staff.



## Senior Pupils

Normal school uniform but no jackets or ties.

## Prep Pupils

Normal school uniform but no blazers or ties.

On PE/Games days, pupils to wear Felsted sports kit.

## Staff

Smarter end of the washable clothing spectrum.



# Behaviour

- Any behaviour which culpably jeopardises the safety of members of the community and/or constitutes a risk to the school will be met with serious consequences. This could include being required to stay away from school.
- All our pupils will be reminded of our school values, including Respect.
- Empathy and understanding for other people, whatever their background or circumstances, remains core to our community.



# Facilities

Most facilities will be able to be used, adhering to carefully considered health & safety measures. However, there will still be some restrictions in place.

## Felsted Coffee Shop

Closed until further notice.

## Felsted Gym

Closed until further notice although we aim to open for students very soon in Year Group or Household 'bubbles'.

## The Village

No pupils will be allowed into the village until further notice. Please bring any provisions required into school.

## Staff Facilities

- Staff areas will be identified and allocated, with their capacities, based on appropriate social distancing.
- Refreshments will be available in central locations.
- Staff briefings will take place in the LRH (Senior) or Ross Hall (Prep). Pastoral notices will be distributed via electronic bulletins.



# A Beneficial Location

- Felsted benefits from a rural, spacious, countryside campus.
- We are based 20 minutes away from any large town (Chelmsford) and one hour from London.
- We have experienced a low number of cases in rural North Essex.
- Our large campus offers much space and opportunities for pupils to access outside activities in the fresh air.



## Prospective pupils and families

- No large scale Open Mornings will take place.

- Prospective families may view the school in small groups of 4 families. Families from overseas are welcome to visit only if origin country is included in the UK Government "Air corridors". Virtual Tours & Events will be available.

- A Pre-visit health declaration will be required by all visiting prospective families.

## Current parents

- Parents are not permitted inside school buildings (except Reception week 1).

- Meetings with parents by telephone or Google Meet.

- Coffee Shop will remain closed until further notice.

- Taster days & Subject Fairs will be a virtual experience.

- Entrance exams will be taken online where possible.

## Other Visitors

- Pre-visit health declaration required of all contractors etc.

- No other visitors to the school.



# We are advised by

UK Government

DfE (Department for Education)

Home Office (UK Visas and Immigration)

WHO (World Health Organization)

BSA (Boarding Schools Association)

HMC (Headmasters' and Headmistresses' Conference)

ISBA (Independent Schools' Bursars Association)

IAPS (Independent Association of Prep Schools)

ISC (Independent Schools Council)

AEGIS (Association for the Education and Guardianship of International Students)

Recruitment Partners

Partner Boarding Schools around the world

