

DAUNTSEY'S COVID SECURE PROCEDURES & OUTBREAK MANAGEMENT PLAN

(Issued 4 January 2022)

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 Contingency 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 to help make Dauntsey's a safe place to learn. A COVID-19 risk assessment has been prepared to establish what measures should be put in place. 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 January 2022) and the "Contingency framework: Education and childcare settings (January 2022)".

The guidance from DfE states COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. The priority is for schools to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

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 implementation of these outbreak management measures will follow discussion with Public Health England.

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 Medical Centre as soon as possible. If any staff members develop COVID-19 symptoms, they should go home and inform their Line Manager 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 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 Medical 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 (for example because a member of their household has symptoms) should advise their tutor and also send an email to pupilcovidtesting@dauntseys.wilts.sch.uk.

2. ENSURING GOOD HYGIENE FOR EVERYONE

How can you stop coronaviruses spreading?

If you need to cough or sneeze

- Catch it with a tissue
- Bin it
- Kill it by washing your hands with soap & water or hand sanitiser

You should wash hands with soap & water or hand sanitiser

- After breaks & sport activities
- Before cooking & eating
- SCHOOL ETC. On arrival at any childcare or educational setting
- After using the toilet
- Before leaving home

Additional tips:

- Try not to touch your eyes, nose, and mouth with unwashed hands
- Do not share items that come into contact with your mouth such as cups & bottles
- If unwell do not share items such as bedding, dishes, pencils & towels

- Pupils and staff should all clean their hands thoroughly more often than usual.

- Pupils will be asked to clean their hands regularly. At the start of the day pupils should sanitise their hands using one of the hand-sanitisation dispensers before they go to their house. Boarders should wash or sanitise their hands upon leaving their rooms in the morning.
- Pupils will also be asked to sanitise their hands at the start of each lesson when they enter a classroom, before eating in the Dining Hall, and after using the toilet. Staff will be on duty at various points during the school day to monitor this. However, parents/guardians are asked to reinforce the importance of this measure with their children. There are many sanitising dispensers and externally placed hand-wash basins around the site to facilitate this.
- Good respiratory hygiene will be ensured by promoting the *'catch it, bin it, kill it'* approach around the school. Lidded bins have been installed in every classroom to allow these to be disposed of safely. All pupils are expected to bring their own face coverings in the event that these are required to be worn.

3. KEEP OCCUPIED SPACES WELL VENTILATED

- The majority of rooms 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. If adequate ventilation cannot be achieved in a classroom setting, then it may be necessary for pupils to wear masks as a temporary mitigating measure.
- 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.
- The fingerprint readers previously used for registration and printing remain disabled to reduce the risk of transmission. Pupils should instead use their personal identification cards to register at the same finger-registration points around the school. They can also use these instead of their fingerprints to collect print jobs from printers.
- Pupils will be asked to wipe down their desk and chair at the start of every lesson using a sanitising wipe that will be provided.

5. FACE COVERINGS

The DfE recommends the following with regards to face coverings:

- 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. This is a temporary measure.

- From January 4th, 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. This will also be a temporary measure.
- Pupils must also wear a face covering when travelling on transport to and from school.
- Teachers are not ordinarily expected to wear a face covering in the classroom if they are at the front of the class.

The school will follow the DfE guidance and as and when temporary measures are amended, the school will follow.

OUTBREAK MANAGEMENT MEASURE: [FOLLOWING A RELAXATION IN DFE GUIDANCE] In response to an outbreak, it may be necessary to make the wearing of face coverings mandatory by 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') which means that bubbles will not need to be used in schools. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and that schools no longer need to make alternative arrangements to avoid mixing at lunch. As part of the school's Outbreak Management Plan, it may be necessary to introduce bubbles to reduce mixing between groups. In this event, all or part of the following bubble structure outlined in ANNEX A: *OUTBREAK MANAGEMENT MEASURE – BUBBLES* could be adopted.

THE SCHOOL DAY

1. TIMETABLE

The school timetable will operate as normal.

2. MORNING ROUTINE FOR BOARDERS

All pupils will be asked to sanitise or wash their hands as part of their morning routines.

OUTBREAK MANAGEMENT MEASURE: If bubbles are implemented as part of a contingency plan, then it may be necessary to amend the timings of breakfast to ensure that different bubbles do not overlap in the Dining Hall and so that tables can be sanitised between sittings. It may also be necessary to install screens on the tables in the Dining Hall to reduce the risk of face-to-face transmission of COVID-19.

3. BUSES

School buses will work to their normal timetable as previously communicated to parents/guardians. Under Government guidelines the buses are considered dedicated school transport and all pupils are asked to wear a face-covering when they are on the bus. Buses will be kept well-ventilated.

4. DROP OFF / PICK UP

OUTBREAK MANAGEMENT MEASURE: In the event of an outbreak, it may become necessary to restrict the number of visitors on site, and therefore ask parents / guardians dropping off or collecting their children to remain in their cars. Parents/guardians and pupils old enough to drive should also follow government guidance in respect of sharing cars with pupils from other households.

5. ARRIVAL AT SCHOOL

On their arrival at school, all day pupils should head directly to their houses ensuring that they sanitise their hands using one of the hand-sanitisation dispensers before they go to their house. Boarders should wash or sanitise their hands upon leaving their rooms each morning.

6. ASSEMBLIES AND SERVICES

Full school assemblies and services may take place provided that the Mem Hall is well ventilated with the doors left open to facilitate increased air flow.

OUTBREAK MANAGEMENT MEASURE: Full school assemblies and services will either be stopped on a temporary basis or held in smaller groups consistent with the bubble structure.

7. DAY HOUSES

Pupils may visit other pupils in their houses.

OUTBREAK MANAGEMENT MEASURE: If bubbles are implemented as part of a contingency plan, then pupils from one house will not be permitted to enter another house. The Lower School Common Room would then act only as Day House for pupils from the Manor and would not therefore be used by pupils from other houses.

Pupils in the Upper School Day Houses will be more restricted. Within their Day Houses they should only use the rooms allocated to their year groups (the 6th Form is considered to be one year group). Pupils in the Day Houses should avoid mixing with pupils from other years, even if they are the same House. Communal spaces in Lambert and King-Reynolds will be accessible on a rota basis.

8. LESSONS AND CLASSROOMS

The following measures have been put in place to reduce the risk of transmission within the classrooms:

- Sanitiser dispensers have been installed outside every classroom. Pupils must use these upon entry to a classroom at the start of each lesson. Teachers should make sure that this is the case;
- At the start and end of every lesson, teachers should provide pupils with a sanitising wipe so that pupils can wipe down their desk and chair. Teachers should do the same with their own desk, chair and any other shared equipment;
- Every classroom will be provided with a stock of gloves, sanitising wipes, tissues and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture. These will be replenished each day as required;
- Lidded bins are in place in every classroom.

A number of the classrooms are already well-ventilated due to their size, however teachers should open windows to increase the level of ventilation. The need for good ventilation should take priority over the need to maintain a comfortable temperature.

9. BREAKS

Breaks will operate in line with the normal timetable.

OUTBREAK MANAGEMENT MEASURE: If bubbles are implemented as part of a contingency plan, then pupils will need to be mindful that they cannot socialise with pupils from different bubbles during this time.

10. TUCK SHOP

The Tuck Shop will continue to operate a cash-less system and pupils will need to pay using their identification cards (the same card used for registration and printing). All charges on the card will then be added to the bills at the end of each term. If parents/guardians would like to put a termly spending limit on these cards they should contact the Bursar.

11. LUNCH

Lunch will be provided to all pupils in the Dining Hall. Pupils should sanitise their hands upon entry to the Dining Hall; this will be supervised by a member of staff. Lunch will be served on plates and pupils will eat their lunch in the Dining Hall. Take-away lunches will not be available.

OUTBREAK MANAGEMENT MEASURE: If bubbles are implemented as part of a contingency plan, then the following measures may be adopted: Pupils will eat lunch in their bubbles in the Dining Hall and will only be able to sit with members of the same bubble. Screens may be erected on the tables in the Dining Hall to allow face to face seating. Tables will be sanitised between sittings.

12. TEA

Tea will be served in the Dining Hall for all pupils.

OUTBREAK MANAGEMENT MEASURE: Tea will be served to all Upper School pupils in their Houses. Lower School Day pupils may collect a snack from tables outside the Dining Hall. This snack cannot be eaten in the Dining Hall.

13. SUPPER FOR BOARDERS

The evening routine for boarders will be communicated separately by the House Staff.

OUTBREAK MANAGEMENT MEASURE: If bubbles are implemented as part of a contingency plan, then it may be necessary to amend the timings of supper to ensure that different bubbles do not overlap in the Dining Hall and so that tables can be sanitised between sittings. It may also be necessary to install screens on the tables in the Dining Hall to reduce the risk of face-to-face transmission of COVID-19.

14. TUTORING

The school's pastoral tutor network will continue to operate as it already does.

OUTBREAK MANAGEMENT MEASURE: If bubbles are implemented as part of a contingency plan then tutor groups in the Upper School Day Houses may need to work differently in order to avoid mixing pupils from different year bubbles.

15. CLUBS & SOCIETIES

Clubs and Societies will run as normal.

OUTBREAK MANAGEMENT MEASURE: If bubbles are implemented as part of a contingency plan, then clubs and societies will only be able to come together if the bubbles can be kept separate from one another. If this cannot be achieved, then the format, timing or participation in the clubs will be amended.

16. 17 CLUB

The 17-Club will be open during the day for members of the 6th Form. The purchase of snacks and food from the 17-Club will work in the same way as the Tuck Shop on a cashless basis.

OUTBREAK MANAGEMENT MEASURE: Potential additional measures include the introduction of capacity limits on the number of pupils that can be in there at any one time. Pupils may also be asked to register on arrival using their identification card.

17. LIBRARY

Pupils should sanitise their hands after using books in the Library. Pupils will be asked to wipe down desks and keyboards before and after use with a sanitising wipe provided. Screens are in place on the desks to limit direct face-to-face contact.

OUTBREAK MANAGEMENT MEASURE: The Library will have a limit on the number of pupils who can be in there at any one time. A one in, one out policy will operate in order to limit the number of pupils present.

SPORT

Sport will take place in line with the guidance from the relevant governing bodies. Fixtures against other schools will also take place. Parents are welcome to come and watch sports matches at school.

OUTBREAK MANAGEMENT MEASURE: It may be necessary to limit the number of external fixtures played if other schools have outbreaks. In addition, it may be necessary to restrict the arrangements for parents watching matches at school.

18. INDIVIDUAL MUSIC LESSONS, ENSEMBLES, BANDS AND CHOIR

Individual music lessons will fall into two categories depending on the type of instrument.

- Category A – Piano, string and percussion
- Category B – Brass, woodwind, singing

All individual lessons will be taught on site in the music rooms regardless of the instrument. However, different precautions will apply depending on the category of instrument.

- Category A lessons (other than piano lessons) can be taught in any of the music rooms. Piano lessons can only take place in P4, T1, T3, T4 and the A-level Music Room because the rooms are large enough to accommodate two pianos (one for the teacher and one for the pupil).
- Category B lessons will only be taught in the following music rooms: P4, T1, T3, T4 and the A-level Music Room. These rooms are sufficiently large to facilitate social distancing and are well-ventilated.

Transparent screens are available in all music rooms. These screens will be used to separate the teacher from the pupils where social distancing is not possible. Use of these screens is mandatory in rooms P6, P7, P9 and P11 due to the size of the rooms. Use of these screens is mandatory in rooms P4, T1, T3, T4 and the A-level Music Room if Category B instruments are being taught. They should also be used in these rooms if social distancing is not possible.

When Category B instruments are being taught, the windows in the music room must be open. In addition, regardless of the fact that the screens are in place, pupils should not face the teacher when they are playing their instrument. Pupils and teachers will ensure their instrument does not project sound towards each other.

Pupils will not be allowed to share category B instruments. Pupils will be asked to wipe down instruments at the start of each lesson and to sanitise their hands. Buckets of sanitising wipes will be placed in every music room.

Group music practices (eg. ensembles, band practice, choir) may take place.

OUTBREAK MANAGEMENT MEASURE: The following steps may be implemented regarding group music practices as part of the contingency plan:

- If bubbles are introduced, then pupils taking part are from different bubbles will need to be distanced or separated by screens;

- If the group music practice involves Category B instruments, then distancing measures would need to be in place;
- Staff members taking part in the group music practice would need to be distanced or separated by screens;
- Pupils or staff would not face each other unless there are other precautions in place (eg. screens);
- There would be no sharing of instruments.

19. SCHOOL TRIPS

School trips, both day and residential, may take place and will be subject to separate risk assessments.

OUTBREAK MANAGEMENT MEASURE: School trips may be restricted to day-trips only or stopped completely.

20. VISITORS

Visitors will be asked to complete and confirm a health declaration on the visitor registration system and to sanitise their hands upon arrival at school. Visitors may also be asked to carry out a lateral flow test prior to coming on site.

OUTBREAK MANAGEMENT MEASURE: 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 time times when there are no pupils present). It may also be necessary to ask visitors to wear masks.

Visiting parents may be advised that there cannot be more than a specific number in their party. Tours for prospective parents may need to be carried out in a socially distanced way.

21. UNIFORM

Normal school rules in respect of uniform rules apply.

22. LAUNDRY

Boarders should continue to place items in the laundry bins as normal. The Matrons and staff in the laundry have been provided with appropriate PPE to perform this task.

23. LOST PROPERTY

Lost property will be returned to houses for onward return to pupils. This is to avoid large gatherings in the School Shop.

The lending of sports kit to pupils will be temporarily stopped although some lending kit will be available for Lower School Boarders in the Manor. This will be laundered after each use.

24. SCHOOL SHOP

The shop will be open as normal.

OUTBREAK MANAGEMENT MEASURE: The number of pupils in the shop at any one time will be restricted and pupils may be asked to wear masks in the shop.

25. MEDICAL ARRANGEMENTS

The on-site Medical Centre will be staffed 24-hours a day although the arrangements for access to the Medical Centre will be revised to reduce the risk of transmission of COVID-19. Where possible staff and pupils who want to access the Medical Centre should phone ahead first for triage by a member of the nursing staff (call either 07977221297 or ext. 576). If that is not practical, they should use the intercom on the Medical Centre door.

Any pupil displaying COVID-19 symptoms should go to the Medical Centre immediately where they will be seen by a nurse. There is no need for pupils to call ahead in this situation. Day pupils will then be put in isolation, in a well-ventilated room, and their parents/guardians contacted to come and collect them as soon as possible. Boarders will be put in isolation in one of the bedrooms, which will be well ventilated, in the Medical Centre. Pupils will be given a lateral flow test at this point, provided that appropriate consent has been given. If the lateral flow test is positive, then the school will arrange for a follow-up PCR test for boarding pupils only. Unfortunately, the school cannot arrange PCR tests for day pupils.

Staff displaying symptoms must not go to the Medical Centre but should instead go home immediately.

In the event of a confirmed COVID-19 test amongst any pupils or staff, the school will liaise with the local health protection team and follow their guidance. The names of any pupils or staff who have tested positive for COVID-19 will not be shared beyond those who need to know and if advised to do so by the local health protection team.

Specialist PPE appropriate for a medical setting will be provided to staff in the Medical Centre.

GUIDANCE FOR STAFF

1. PPE

Whilst the DfE states that most staff in schools will not require PPE beyond what they would normally need for their work, if any members of staff feel that they would like additional PPE they should discuss this with their Line Manager.

2. REMOTE EDUCATION

In line with DfE guidance, the school will support those who need to self-isolate because they have tested positive, to learn from home if they are well enough to do so. The school will therefore continue to provide online lessons to pupils when their attendance would be contrary to government guidance around COVID-19 or they are facing challenges returning to school due to COVID-19 travel restrictions. The capacity and ability to deliver online lessons alongside physical on-site lessons will remain in place for the whole of this academic year. Individual cameras and microphones have been installed in the majority of classrooms to facilitate hybrid teaching if needed.

3. CLASSROOM ENVIRONMENT

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.

Every classroom will have a stock of gloves, sanitising wipes, tissues and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture. These will be replenished as required.

Perspex screens will continue to be available in the classrooms should it be necessary to help achieve some form of social distancing.

On entering a classroom, staff are asked to sanitise their hands using the sanitiser available outside the classroom and to also wipe down the teacher's desk, chair and equipment using one of the sanitising wipes available in the classroom.

Staff should ensure that all pupils sanitise their hands prior to entering the classroom. They should also ensure that pupils take a sanitising wipe and use it to wipe down their desk and chair at the start of the lesson. This can also be done at the end of each lesson.

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.

4. OFFICE SPACE

Heads of Department should contact the Assistant Bursar, Estates if they believe that adaptations are needed to their office environment. Academic staff may also work in empty classrooms where possible, if they cannot safely work in their department offices.

5. COMMON ROOM

The Common Room is available for staff to use, although they are asked to be mindful of the need to ventilate the room when it is occupied and therefore to open windows.

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. Monday morning staff briefings will take place via Teams.

6. 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 Medical 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. They must not go to the Medical Centre. Academic members of staff should inform the Senior Deputy Head when this happens. Bursarial members of staff should inform their Line Manager.

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 HR where this is the case.

7. LUNCH

Lunch will be served in the Dining Hall on plates and staff will be able to eat lunch there. Take-away lunches will not be available.

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

8. SMOKING

The school is a non-smoking site.

ANNEX A: OUTBREAK MANAGEMENT MEASURE – BUBBLES

- The chart below sets out the structure of groups and bubbles that could be applied in the school. The objective of assigning pupils to bubbles would be to restrict the interaction they have with pupils in other bubbles and thereby limit the potential for COVID-19 to spread around the school community.
- The overriding objectives will be to deliver a full academic curriculum whilst maintaining a very high standard of pastoral care. These are judged to be more important than limitations that would otherwise result from smaller bubbles. With that in mind, other precautionary and preventative measures within the school environment will become more important (eg. face coverings).

Whole School	Lower School	GROUPING 1	1A 1B 1C 1D 1E	1st Form	GROUPING 2								
			2A 2B 2C 2D 2E		Forbes	Manor	Scott	Rendell					
			3A 3B 3C 3D 3E 3F 3G						2nd Form				
			3rd Form										
			GROUPING 2										
			BOARDING HOUSES							DAY HOUSES			
	Upper School	GROUPING 1	4 th Form	Evans						Fitz	Jeanne	Mercers	Farmer
			5 th Form		Farmer	Hemens	KR	Lambert					
			6 th Form		Farmer	Hemens	KR	Lambert					

- The main principles of the bubbles as follows:
 - Upper School Boarders would belong to two groups – their year and their House (U6 and L6 count as one bubble);
 - Upper School day pupils would belong to one group only – their year (U6 and L6 count as one bubble);
 - All Lower School pupils would belong to two bubbles – their year and House.

Who can each pupil mix with?	Day Pupils	Boarders
Lower School	Anyone in their year OR their House	Anyone in their year OR their House
Upper School	Only people in their year (6 th Form is one bubble)	Anyone in their year OR their House

- With the exception of Upper School Day pupils, all other pupils would belong to their House bubble as well as their year bubble. This would be a necessity for all boarders and the Lower School Day pupils. The physical accommodation of the Upper School Day Houses means that the 4th, 5th and 6th formers can be accommodated separately in those Houses and that contact between years can be avoided in these Houses.
- The practical implications of these bubbles would be as follows:
 - If a pupil tested positive for COVID-19 and NHS Track & Trace asked staff at the School to identify potential contacts, they would conduct a rapid assessment of who else the pupil could have come into contact with based on the following:
 - Class bubble if in Lower School;
 - Pupil's social contacts and other potential contacts on transport to and from school;
 - Room mates or users of shared bathroom facilities if in boarding accommodation;
 - Year bubble;
 - House (this will take a higher priority for boarders compared to day pupils).
 - All Lower School pupils and Upper School Boarders should only have two vectors of contact – either with pupils in the same year or pupils in the same House. These pupils would not be permitted to mix with those from other years unless it is with pupils who were in the same House as them. If pupils were to mix outside of their two bubbles they should take social distancing precautions and avoid face-to-face contact.
 - All Upper School Day pupils would only have one vector of contact with pupils in the same year. These pupils would not be permitted to mix with those from other years, even those in the same House. If pupils do mix outside of their two groups they should take social distancing precautions and avoid face to face contact.
 - Pupils from one House would not be permitted in another House. Within the Senior Day Houses, pupils would avoid common areas and only use those rooms assigned to them in their House.

- Extra-curricular activities including sports, clubs and societies, music ensembles, drama, dance and school gatherings would only take place in line with the following guidance:
 - Activities which bring together different bubbles (eg. more than one year or more than one House) can only take place if social distancing can be achieved between pupils from different bubbles and if the activities are being conducted in line with guidance from the relevant specialist professional bodies (eg. sports councils, performing arts organisations);
 - Activities which do not bring together more than one of the identified bubbles could take place although face to face contact between pupils should be avoided.