



### End of Summer term 2020 – Letter 2/3

#### This letter informs you of a summary of Safety Protocols at Sir William Stanier School from September 2020

Dear Parents/Carers

As previously stated, all guidance is subject to changes stated to us by UK government. All information below will be reviewed on a daily and weekly basis.

The school will operate a **system of control measures** to minimise and mitigate risk for the safety of everyone in our building. These are based on:

- 1) **Minimise contact with individuals who are unwell** by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) **Clean hands** thoroughly more often than usual.
- 3) Ensure **good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce **enhanced cleaning**, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain **social distancing** wherever possible.
- 6) Where necessary, wear appropriate **personal protective equipment (PPE)**.
- 7) Engage with the **NHS Test and Trace** process.
- 8) **Manage confirmed cases** of coronavirus (COVID-19) amongst the school community.
- 9) **Contain any outbreak** by following local health protection team advice.

The above principles are fully covered in our **Risk Assessment** documentation. A summary checklist is available on our website and social media platforms. This will be reviewed during the summer break in week beginning 17 August, then reviewed weekly when the school returns in September. Content is subject to change. We will follow DFE guidance at all times.

The table below summarises some key rules that will **mitigate and minimise risk** in the building. **They must be followed by everyone.** They will be reviewed as part of the Risk Assessment weekly review.

10 key points – Staying COVID safe at school	
Social Distancing	<p>2m distancing markers are evident on all corridors. Corridors should remain empty apart from entry/exit and <b>essential</b> movement only when directed by staff.</p> <p>2m markers will distance teachers from students in classroom settings. Where this is not possible, screens will be in place.</p>



Success  
and  
Progress

	<p>Students will be sat facing forward in classrooms and the 1m+ rule will be applied to the room layout.</p> <p>Students will line-up outside the building for entry and for canteen access on 1m distancing markers.</p>
Lockers	<p><b>Lockers will not be in use at the start of September</b> as we limit corridor access and reduce transmission through touching risks. Student belongings can stay in the Home Rooms with students and be carried with them should they move teaching spaces.</p>
Canteen and Lunches	<p><b>Hot lunches will be suspended until a review w/b 21 September.</b> Packed lunches in disposable bags are preferred. Grab bags of sandwiches will be available to order from the canteen.</p> <p>Lunchtimes and breaks are staggered and are in Year group and form group bubbles.</p>
Test and trace	<p>We will issue Test and trace information when we receive it from UK government. We expect this to be in place for September and will inform you of the protocols for <b>testing and self-isolation</b> on our return to school.</p>
Hygiene	<p>Enhanced cleaning rotas will be in place throughout the school day. Where movement between teaching spaces happens cleaners will ensure spaces and equipment have been <b>thoroughly cleaned</b> before another group enter the space.</p> <p>Students in upper school will be expected to use the available hygiene products to wipe-down their desks and chairs when they leave/enter a new space.</p> <p>Hygiene stations are present in <b>every classroom</b> and on corridors at key points.</p> <p>Toilets are attached to the year group zones and are regularly monitored and cleaned to ensure good hygiene. Sanitiser stations are outside every toilet area to amplify good hand hygiene requirements.</p>
Movement around the building	<p>A <b>one-way system</b> is in place across the school. This should be <b>adhered to at all times without exception.</b></p> <p>There are separate entry/exit points for students.</p>



	The school will be partitioned into Year group zones to minimise contact across year groups.
Reception and parent appointments	<p>Contact with staff at school should be by <b>appointment only</b>. Arrangements in reception have changed and there is no waiting area.</p> <p>Appointments can be made by phone or by email. Appointments can now also be done via MS Teams as virtual meetings if this is preferred.</p> <p><b>Please do not arrive at school to see any members of staff without an appointment.</b> Staff availability during the school day is now more limited than previously due to COVID restrictions and changes to their workplace.</p>
School day timings	The details of the staggered start/finish times can be found in letter 3. These changes have been made to minimise student contact during the key transition points of the day.
Face coverings	The government guidance currently states that <b>face coverings should not be worn in school</b> . We will monitor this guidance as things develop and adapt our rules accordingly.
Showing symptoms	<b>Do not arrive at school if you are displaying any of the COVID-19 symptoms</b> as you will be asked to return home and not allowed access to the building.

Should guidance change over the summer break we will adapt this information and inform you accordingly. In our August information update we will inform parents/carers of the arrangements for dropping off and picking up children from school.

Yours sincerely

Mr J Fraser  
Principal