



CITY OF LONDON SCHOOL FOR GIRLS

Strategy for the Return to School during the COVID-19 Pandemic

Updated for Full Reopening September 2020

1. Introduction

- 1.1 This document is intended to inform of the approach the School has adopted to enable the full return to on-site education of all pupils from September 2020. It has been created following guidance published regularly by the government, guidance from the City of London Corporation, and advice from the Independent School associations including ISBA, AGBIS and HMC.
- 1.2 It is the School's intention to follow all government advice, including inviting back onto site only those year-groups advised in the Government guidance. However, the School does reserve the right to reduce the facilities or year-groups onsite if it feels that it would be unsafe to do otherwise.
- 1.3 A complete risk assessment has been completed for use by School staff and is available in school. This has been developed in line with government guidance, prior to review and approval by Governors and the City of London Corporation's Health and Safety and Surveyors (for Facilities Management) teams.
- 1.4 **Policies, Procedures and Staff and Pupil Training**

School policies and procedures (including the Health & Safety Policy and First Aid Policy) have been reviewed and / or created to consider the risks either highlighted or created by the Coronavirus Pandemic. This Strategy should be read in conjunction with the City of London Corporation's Infection Control Guidance, which is adopted by the School.

Staff responsible for teaching pupils on-site are required to attend training prior to the pupils' return, during which they will consider the following:

- Health & Safety Policy (including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013)
- First Aid Policy
- City of London Corporation Infection Control Guidance
- Government [guidance for full opening: Schools](#) [frequently updated]

Staff will also be given advice on the actions the School will expect from them regarding how to minimise the spread of infection.

Pupils will be given, by their form tutors, age-appropriate guidance when they return to the school (as required).

2. Social Distancing

2.1 The School will be encouraging staff and senior pupils to respect distance between themselves. Where possible, this distance will be 2m+, and time spent at distances less than 1m should be avoided where possible.

2.2 In addition to social distancing, year-groups have been designated into 'bubbles', whose form rooms have been zoned in specified areas of the school.

As far as possible, zones will be kept separate and the majority of classes will be timetabled in rooms within these zones to reduce and / or eliminate crossover of pupils from different bubbles.

In the Senior School (Years 9 to 11) and Sixth Form (Years 12 and 13), pupils will continue to be taught in subject-specific sets, but movement around the building will be minimised (with staff moving in preference to pupils where appropriate).

Within the classes, pupils will be encouraged to maintain social distancing as far as possible, and classroom layouts have been reorganised to reduce contact as far as possible.

2.3 Arrival

Different bubbles have been assigned to specified entrances / exits, and the timings of the school day have been adjusted to enable some separation of the departure times of different bubbles. (See below.)

Given that the school is a commuting school, we have not allocated specified arrival times for each distinct bubble.

Hand-sanitiser is provided at all entrance points, and pupils are encouraged to make use of this (or to wash their hands) on arrival.

2.4 The Dining Room

From September catering will initially be available for Prep pupils in the Dining Room. Years 7 and 8 eat their packed lunch in the Dining Room in form bubbles. In addition to the classes eating at staggered times, the pupils will be allocated tables, and tables will be cleaned between sittings for different bubbles.

2.5 Staff

Classrooms have been set up to permit, as far as possible, staff to socially distance from the pupils in their classes. Staff will also be reminded to adhere to social distancing amongst themselves.

3. Entering and leaving the School site

- 3.1 There are three separate entrances to the site being used for staff and pupils:
- Prep, Y7 and Y8 pupils should enter via Prep Roof
 - Y10 and Y11 should enter via the Lecture Theatre doors
 - Y9 and Sixth Form School should enter via Reception
 - Staff and pupils arriving outside these times should enter through Reception
- 3.2 On arrival, pupils should wash their hands and / or use hand sanitiser before proceeding to their form room.
- 3.3 Pupils leaving at the end of the school day may leave via Prep Roof, Reception and the Lecture Theatre exit (as above).
- 3.4 Parents may wait outside school at these three locations to meet their daughters. Parents are requested to adhere to social distancing rules if and when dropping off or collecting pupils.

4. Hygiene measures

- 4.1 Cleaning services at the School are provided by Servest. Meetings have been held with our contract manager and a strategy agreed to enable us to deliver significantly enhanced cleaning arrangements.
- 4.2 Every morning, the School will be cleaned by Servest's cleaners. Throughout the day, when pupils are present, three 'Day Cleaners' will be permanently on site to provide further regular cleaning as required, focusing on toilet facilities and classrooms.

Standard cleaning methodology will be used, but a particular focus for cleaners will be high-touch surfaces around the school such as door handles and light switches. Cleaners will use microfibre clothes which will be washed daily.

- 4.3 The Facilities Manager will be closely managing the school cleaning and regular meetings will be held with Servest to ensure best practice is being reviewed and adopted at the School.
- 4.4 Posters have been put up in all toilet areas to advise users of how to maintain high standards of personal hygiene, and soaps and hand sanitisers will be checked daily by both the Premises team and Cleaning staff.

4.5 Face coverings

All staff and pupils are required to wear face coverings in communal areas, including corridors and the queueing area when leaving for lunch and at the end of the school day. The wearing of face coverings is not required in classrooms or other teaching locations, but staff and pupils will be permitted to wear face coverings in these areas should they wish to do so.

Staff have been provided with three face coverings (where requested). Pupils will be expected to supply their own face coverings, but temporary disposable face coverings will

be available from Reception in the event that a pupil's face covering is damaged, forgotten or mislaid.

4.6 **Personal Protective Equipment (PPE)**

Government guidance states that PPE is not required in the school setting (other than that normally required for certain tasks, as appropriate). The school is adopting the following approach to the use of PPE:

- Pupils and Staff will not be required to wear PPE.
- Should any pupil bring their own PPE to school, they will be permitted to wear it.

Classrooms will be stocked with hand sanitiser and cleaning materials. Staff will be offered visors, gloves and other equipment on request.

4.6 **Drinking fountains**

These have been disabled around the site. Staff and Pupils are encouraged to bring a personal water bottle to school, and there will be numerous points where these can be refilled. These should be clearly labelled with their owner's name.

5. **Medical arrangements**

5.1 **Spread of Infection & Management of Infectious Disease**

Both pupils and staff have been reminded again of how to limit the spread of infection including advice on hand washing, how to cough and sneeze ('catch it, bin it, kill it') and when they should stay home and / or be tested when showing symptoms.

The School has well-established procedures for handling spillages of bodily fluids and kits have been checked for compliance.

5.2 **Infection Control Guidance**

Staff will be reminded, through their training, of the City of London Corporation's Infection Control Guidance.

5.3 **Medical Room and COVID-19 Isolation Room**

The School's Medical Room will continue to operate as normal, staffed by the School Nurse.

A dedicated Isolation Room has been established near to the Medical Centre in which any suspected cases of COVID-19 will be handled by the School Nurse, who will be equipped with the necessary PPE.

5.4 **Test, Track and Trace**

Pupils and Staff who are symptomatic should not attend school. Testing is available to confirm COVID-19 for the whole school community:

- staff via SicknessManagementHelpdesk@cityoflondon.gov.uk
- pupils, organised by parents, via <https://111.nhs.uk/covid-19>

Pupils and staff who test positive must inform the Senior Deputy Head immediately.

In the event of a positive case, that pupil's year-group bubble will be asked to self-isolate whilst the school works with public health authorities and the positive case to identify their contacts; those contacts will then be required to stay at home to complete a period of self-isolation in line with government guidance, and other pupils who are not identified as contacts will be permitted to return to school.

If you have a negative test result after having been symptomatic, you may return to school.

6. Contingency planning for lockdown

6.1 Tiers of lockdown

The government has announced (see [here](#) and [here](#)) a four-tier process of moving from schools being fully open to how they will operate in a full national lockdown:

- **Tier 1:** all pupils attend as normal (with schools having flexibility to introduce additional control measures if they wish)
- **Tier 2:** secondary schools move to rotas, with pupils attending for a regular period, followed by a period at home.
- **Tier 3:** secondary schools would only be open to selected year-groups, vulnerable children and children of key workers [as was the case for the second half of the summer term 2020]
- **Tier 4:** secondary schools would be open only to vulnerable children and children of key workers [as was the case for the first half of the summer term 2020]

6.2 In a Tier 1 lockdown, staff and pupils have been given advice on how they can be prepared to self-isolate, possibly at very short notice, and teach and learn remotely.

6.3 In a Tier 2 lockdown, pupils will attend school on a weekly rota:

- Week A: Y13, Y11 and Y9, Y7, Y5 and Y3
- Week B: Y12, Y10, Y8, Y6 and Y4

Pupils not in school will be educated remotely via Microsoft Teams.

6.4 In a Tier 3 or Tier 4 lockdown, the school will remain open for on-site teaching of specified year-groups (Tier 3) and vulnerable children and children of key workers (Tiers 3 and 4). Pupils not in school will be educated remotely via Microsoft Teams.

7. Home-school communication and Emergencies

7.1 Parental engagement and communication

Parents have been written to throughout the crisis. The following staff oversee communications regarding key aspects of the School's response:

- Head: whole-school community matters
- Senior Deputy Head: practical matters and whole-school arrangements, including changes to the School's approach
- Deputy Head Pastoral: Pupil welfare, pastoral care and safeguarding arrangements
- Deputy Head Partnership and Co-curricular: the on-site and virtual co-curricular programmes, including community engagement, partnership and charity
- Deputy Head Academic: Timetabling, rooming and recruitment

- Director of Teaching and Learning: in-school and remote learning, including use of technology
- Heads of Section: The Heads of Lower School, Middle School, and Sixth Form are communicating with pupils and parents regarding matters specific to their sections

Other communication during this period has included advice on staying healthy, self-isolating when displaying symptoms, virtual learning when unable to attend school, and changes to policies (such as the Safeguarding Policy).

7.2 Emergencies

Pupils' and Parents' contact details are maintained on the School's Information Management System and parents will be contacted as soon as is practicable in the event of an emergency.

The School's Fire Safety protocols have been reviewed to better enable, where possible, social distancing: please note, though, that in the event of an evacuation of the school it may not be possible to observe social distancing measures.

7.3 Please see **Appendix 1** for a set of Frequently Asked Questions (FAQs).

8. Monitoring and Review of Strategy

8.1 This protocol is reviewed regularly and updated as required.

Strategy last reviewed by:	Justine Venditti (Senior Deputy Head)
Date Strategy last reviewed:	September 2020

Appendix 1: Parents' frequently Asked Questions

2.1 Will my daughter be in her normal class?

Your daughter will be grouped in 'bubbles' made up of only girls from her form (where possible) or year-group. All lessons will be taught in groups corresponding to the school's normal timetable, and your daughter will receive subject-specific tuition throughout/

2.2 Will she be able to meet his friends at break and lunchtime?

Bubbles will be kept separate with interactions kept to an absolute minimum. Year-groups will be allocated to specified areas of the school.

2.3 If I accompany my daughter to School, do I still I drop him off at the usual place?

The timetable has been amended to accommodate an earlier finish (3.30pm – 4.05pm) to allowed staggered exit from the site.

We would request that only one adult attend drop off and pick up each day, and we would encourage parents to observe social distancing outside school.

2.4 How will you be managing the risk of passing on the infection?

Pupils will be asked to wash their hands on arrival at school and then regularly throughout the day. Hand sanitizers will also be available at entrances and in key locations throughout the school (e.g. in the main corridors). We will be encouraging staff and children to regularly wash hands and use hand sanitizer and to be thoughtful about contact and hygiene.

The Day Cleaners will be responsible for maintaining the toilets used by staff and pupils, and also assisting the teachers with keeping the classrooms clean and safe.

At the start of each day a team of cleaners will be onsite ensuring classrooms and communal spaces are kept to the highest standards.

Our pupils and our staff will not be expected to wear face coverings in lessons as government advice is that whilst wearing face coverings may be beneficial for short periods it does not apply to school and other educational settings. Pupils and staff who choose to wear their face coverings in lessons will be permitted to do so. We will be requiring staff and pupils to wear face coverings in communal areas.

2.5 Can I come in and speak to my daughter's teachers?

We are seeking to minimise the number of visitors in school, including parents. Please contact you daughter's Form Tutor in the first instance if you wish to discuss any aspect of the School's provision; a phone-call or online meeting will be arranged where necessary.

2.6 Social Distancing

We will be encouraging pupils to remain 2m from everyone else (including within their bubble), but it may not be possible to ensure this at all times. We will of course be educating them that this is what social distancing is, but we acknowledge that asking children to do this could be difficult and potentially distressing.

2.7 What can my child bring into school?

Pupils should bring in a face covering, a refillable water bottle and a personal bottle of hand sanitiser each day. They should bring a pencil case and their iPad.