

# St Augustine's Priory

## Adaptations to school life after Covid-19

updated 23/08/20

### Assumption

This paper assumes that all year groups return to school while a regime of social distancing remains in place. The document should be read in conjunction with the *Operational Risk Assessment for Covid-19 August 2020*.

### Overriding consideration

The health and safety of our pupils and staff is paramount. All reasonable steps must be taken to minimise opportunities for cross infection.

### Government guidance

Please refer to government guidance on the full reopening of schools at

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

If in doubt as to which guidelines to follow, the Government guidance prevails.

### Principles

#### Bubbles

The school is divided into two separate bubbles – juniors and seniors – and all reasonable steps must be taken to eliminate cross-contamination between the two, including

Keeping senior and junior girls separate at lunch and break times

Designating each set of WCs for juniors or seniors

#### Classrooms

- Windows and doors are to be kept open if possible, unless doors are marked as fire doors
- Desks have been orientated in straight lines with 2m between pupils and the teacher's desk wherever space permits
- Lights are not to be switched on/off if possible
- Surfaces are to be wiped clean by any incoming class
- Books, laptops, toys etc are to be sterile wiped before and after use

#### Movement around the school

- Pupils will be based in their form room where possible and staff will move to them
- Junior pupils will enter and leave the school through the Prep Playground gate
- Senior pupils will enter and leave the school through the Chapel gate
- Pupils will line up in the prep playground (Preps) or Main Field (Juniors & Seniors) on arrival and be escorted to their first lesson, maintaining social distance

- At the end of the final period, pupils will be escorted to their line up points for staggered dismissal
- Lines will be marked on the ground for social distancing
- A 'keep left' system will be implemented in corridors and on stairways
- Junior teachers will implement a system to regulate the number of girls using the WCs at the same time

#### Reception

- Staff arrivals and departures should not come through Reception if possible. Staff should advise of arrival/departure by phone and school office staff will sign them in/out.
- Social distancing from Reception desk is to be enforced by screens / floor markings / positioning furniture

#### Breaks

- Breaks will be in areas designated by year group
- The drinking water fountain in the prep playground is not to be used. Other water fountains may be used for bottle filling only.

#### Lunch

- Lunch will be provided in the designated refectory
- Lunch trays may be taken outside wherever possible
- Packed lunches may be brought in
- Pupils should bring a reusable water bottle to school
- As much outdoor seating as possible will be provided

#### Weather and use of outside space

- The timetable will make maximum use of outside space including the Forest school, large tents, 'atrium' courtyard, gazebos, astroturf, netball courts and playing field
- Breaks and lunch will be taken outside whenever possible. Only in the event of severely inclement weather will pupils be allowed to use form rooms for breaks and lunch.
- Pupils should bring a coat and a spare pair of shoes or trainers if the forecast indicates the need

#### Music

- Group singing in class or assemblies will not take place. Remote singing and assemblies will be organised.
- Musical instruments are not to be shared

#### Staff rooms

- The staff room seating area has been reorganised so that social distancing can be maintained. In the working area desks have perspex dividers between them.
- Only two people at a time may use the staff room kitchen; staff are encouraged to bring in a flask rather than using the staff kitchen if possible
- Additional office space for staff is provided in the Staff IT suite where there are perspex dividers between workstations. Maximum occupancy will be signed on doors.
- Only one member of staff at a time may use the offices on the HODs corridor. Staff who share an office should make arrangements to avoid both being in the office at the same time.

## Supervision

- Teaching staff, TAs and support staff will be required actively to supervise movement to specialised classrooms (Music, Art, Science etc), to/from breaks and lunch, arrival and dismissal

## Cleaning and hygiene

- The school has been thoroughly cleaned during the last week of the summer holidays
- Enhanced cleaning will take place during the day and after school
- Pupils and staff should bring in their own wipes, hand sanitiser etc if possible
- Guidance widely issued about the importance of hand hygiene must be followed
- Hand sanitising stations will be provided at entry points
- Pupils have been advised to bring their own mask to school
- Staff should bring own masks and/or visor to school if required
- Guidance will be provided on the use of masks, gloves and PPE

## Emergency procedures

- First aid will be administered by the School Nurse or trained first aiders only
- Non-emergency visits to the health centre must be authorised with a teacher's note
- Fire procedures are unchanged except that distancing between bubbles will be maintained as far as is compatible with a speedy, calm and efficient evacuation

## Masses, Assemblies, staff meetings, briefings etc

- Masses in the Chapel will be held for single year groups only
- Gatherings of larger groups of pupils and/or staff will not take place unless social distancing can be achieved, ie. out of doors or in the following spaces
  - Large tents
  - Scriptorium
  - Hall foyer end
  - Hall stage end
  - Chapel
  - Pupils' refectory
  - Nuns' refectory

## Uniform, lockers and changing rooms

- Pupils will be required to wear school uniform
- To minimise the requirement for changing, girls doing PE may arrive in school wearing PE kit and remain in it for the day

## Visitors

- Only essential visitors should come into the school buildings; they should be asked to wear masks during their visit.

## Events

- Most events and fixtures have been cancelled or postponed. Where it is decided that a special event such as an outside Mass should take place, this will only be with strictly enforced social distancing and hygiene measures in accordance with prevailing government guidelines.