



WINDERMERE
SCHOOL



'A SAFE PLACE TO LEARN'

COVID PLANNING AND UPDATES FOR 2020-2021

ISSUE 1: 14 AUGUST 2020

Vincit qui se vincit – one conquers, who conquers oneself

CONTENTS

Introduction.....	1
Safe Procedures.....	2
Educational Provision.....	4
Healthcare	7
Hygiene Measures.....	8
Safe Boarding.....	9
The Start of Term.....	10

INTRODUCTION



Dear Parents,

We have had a busy summer preparing Browhead, Elleray and Hodge Howe for a full re-opening in September. As part of this planning, detailed risk assessments have been written, classrooms have been reconfigured and year groups bubbles have been created. This is to allow students to be taught and to study in their own safe areas.

We have also created a detailed staff and student training programme for the start of term to ensure we can maximise the benefits of onsite learning, and we have invested in our IT infrastructure so we can cope with increased internet traffic in September.

Outside of lessons, we have created a plan to ensure that students can have a good school lunch without year group bubbles mixing, that the school buildings are kept clean, and that systems are in place to ensure that any student using our school buses can do so safely.

In all of this we have used the government guidance as our baseline, but our aim is to be 'government guidance plus' so that students can feel safe and secure when they are with us. We are very lucky that we have three beautiful, secure sites, with plenty of outdoor space, and an ethos and timetable that encourages good use of these facilities. We will continue to work to make Browhead, Elleray and Hodge Howe as safe as possible, and we will dynamically assess what we do and how we do it as we learn from experience and as the government guidance changes.

At the heart of all this remains our firm determination to keep Windermere School a community we can all be proud of, providing a top-quality and holistic educational experience for each individual within a Covid safe environment.

Mrs Ellie Vermeulen
Academic Deputy Head & Covid Lead for Browhead

SAFE PROCEDURES

Student Arrival and Departure

To avoid congestion at the start and end of each day we will be operating staggered arrival and departure times at both Elleray and Browhead, with designated drop-off and pick-up points, and specific routes for each year group to move to and from their designated classroom. This information, with clear times and instructions, will be shared with families before the start of term.

School Transport

School buses will be operating, with students allocated a seat where more than one year group is using a bus, and with students aged 11 and over being asked to wear a mask. Where possible we will ensure there are spaces between students on a bus. All students will be asked to wash their hands or use hand sanitiser when they get onto and leave a bus. It would be good practice for all students to carry a small hand sanitiser with them for the journey to and from school. Each minibus will be given enhanced cleaning before and after each journey, with a particular focus on frequently touched surfaces.

Year Bubbles and Classrooms

Each year group at Browhead will form a year group bubble, remaining in this bubble throughout the day. The exception to this will be Year 12 and Year 13 who will operate in a Sixth Form bubble. At Elleray the bubbles are slightly different, with Year 2 and below being in a single bubble, Year 3 and 4 combined as a bubble, and then Year 5 and 6 as another bubble. Each bubble at both sites has been allocated a classroom block or area, with an associated outdoor area, for example Year 5 and Year 6 will use the area around the pods.

Classroom layouts have been altered in line with government guidance so that students will sit side by side and facing the front. As far as possible, equipment will not be shared between students, and where it is shared, appropriate cleaning will take place. All students have been asked to bring their own stationery into school to reduce the need to share equipment.

Use of Laptops

Laptops will allow students to benefit from some of the advantages of remote learning we discovered during lockdown, and they will ensure that if a student needs to self-isolate they can move seamlessly onto our remote learning programme.

Students in Year 3 and above will bring in their own laptop each day. This is to allow students, where appropriate, to work electronically during the day, to work collaboratively whilst social distancing and without sharing papers, and to upload their work electronically for marking.

Timetables

Timetables have been created to reduce the amount of movement around site. As far as possible students will have lessons in their year group blocks / classrooms, but there are times when the benefits of using specialist spaces outweigh the risk associated with moving around site, e.g. to access Science lessons in a lab space, or Art in the Art block.

Each student will be given a personalised timetable that will set out clear expectations and show them the routes they will use to go to specialist teaching areas outside of their year group bubble. Personalised timetables will be shared with students on the first day of term, but an example timetable will be shared with families before the start of term so everyone can see the level of detailed planning that is in place.

Reflections/Assemblies, Break and Lunchtime

We will not be running whole school assemblies in the traditional sense and students will start each day with their tutor/form teacher. However, we will have live reflections or assemblies using Teams on some days each week so we can maintain a sense of community.

Each year group will be allocated an outdoor area for break and lunchtimes, and it is important that these are adhered to. Lunch will be eaten in allocated areas, such as the Dining Room or Dance Studio at Browhead, and will be on a year group rota basis. This will allow all our students to access school lunch without the need to mix with other year groups.

Sport, Adventure and Activities

Sports and Adventure lessons, along with our activity programme, will be adjusted to ensure we are following government guidance, but in a way that will allow us to keep providing the skills, development and fitness that we believe is so important for our students.

External matches against other schools will be cancelled for now, but these will be reinstated when it is safe to do so.

All activities will be thoroughly risk-assessed, and some will run as on-line activities so that students in different year groups can mix and socialise within safe parameters..

Fire

New fire evacuation procedures that fit the social distancing guidance will be introduced and we will have a fire drill on the first day of term to ensure that all students are familiar with the new arrangements.



EDUCATIONAL PROVISION

It is our aim to have all of our students back on-site all of the time, but we are aware that this may not always be possible. After the very successful development of our remote learning programme over the Summer term, we are well-prepared to provide continuity of education whatever the Covid scenario, whether it is an individual child who needs to self-isolate for two weeks, or a local lockdown.

We will keep students and their families well-informed of any changes to our provision through regular Covid Planning updates, of which this is the first in a series, and through our well-established system of tutor and form teacher emails.







HEALTH CARE

Onsite Provision

We have a core medical team made up of two registered school nurses working alongside a strong team who provide 24:7 pastoral care.

Most of our staff, academic or otherwise, are First Aid trained, including paediatric First Aid training for the appropriate staff at Ellera. We have well-equipped medical centres at both sites, and detailed medical / health risk assessments are in place to help us manage if anyone on site shows symptoms of Covid. The medical team will contact the local branch of Public Health England as and when required, and we will be guided by them if any member of our community becomes unwell.

COVID-19 Testing Provision

Our medical team will arrange tests for boarders, and testing for staff and day students is available locally, as advised by the NHS. If a positive case is reported within the school community we will actively engage with the NHS Track and Trace scheme and will follow any advice we are given.

Health Checks and Procedures

No student or member of staff should attend school if they are showing any Covid symptoms, including a raised temperature: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Any student or member of staff with Covid symptoms must self-isolate immediately and get tested. Any student or member of staff who tests positive will need to self-isolate for 10 days. If a negative test result is confirmed the individual can come out of self-isolation.

Anyone becoming ill on site will be isolated under the care of a school nurse and will remain in isolation within their bedroom (boarders) or until they are collected (day students).

Any student or member of staff who has been in close contact with someone who has tested positive will be asked to self-isolate for 14 days.

Access to our remote education programme will be made available to all students who are self-isolating and who are well-enough to continue their studies.

The key to success containing a Covid outbreak will be good communication.

There is no stigma associated with reporting Covid symptoms and all individuals will be treated with care and kindness

Face Masks

All students aged 11 or over must wear a face mask when travelling to and from school on a bus.

Any student wishing to wear a mask may do so, and students and staff will be encouraged to wear masks. Where it is not possible to maintain adequate social distancing, facemasks must be worn.

Students should provide their own masks and these should fit the government regulations on the wearing and disposal/washing of masks. Students should always bring in spare masks just in case they are required, and the school has built up a stock of spare masks to hand out if required.



HYGIENE MEASURES

Handwashing and Hand Sanitiser

Thorough handwashing routines will be implemented throughout the day, and students will be reminded frequently of the importance of washing their hands on arrival at school, before and after using the toilet blocks, before and after break / lunch times, and after sharing equipment with others. Over forty hand sanitising units have been placed around the school sites and students and staff will be required to use these frequently. Posters on when and how to wash hands will be displayed throughout the school sites.

Toilet Provision

Each year group will be allocated a specific toilet area to use, and toilet areas will be cleaned very regularly. Where year groups are sharing a toilet block, they will use them on a rota

basis with very regular cleaning taking place. Hand soap and paper towels will be available in each toilet area.

Cleaning Protocols

Enhanced cleaning and disinfecting of all areas of the school will take place to help us reduce the risk of infection. There will be a particular focus on high-touch surfaces, such as door handles, and cleaning rotas have been put in place for toilet blocks and specialised teaching areas such as Science to avoid contamination between year groups.

Uniform

Unless otherwise advised, students up to and including Year 11 should wear their school uniform without the school blazer, instead wearing their school sweatshirt (Elleray) or navy school fleece (Browhead). This will allow for regular washing of clothes. Students should arrive at school in their PE or Adventure kit on days when they have PE or Adventure. This is to reduce the use of changing rooms.

SAFE BOARDING PROVISION

We have been preparing for the return of our boarders to school and are looking forward to welcoming old and new pupils from Monday 17 August. Students arriving in August will be housed in Westmorland.

From the start of term each boarding house is being set up with 'zones' to allow boarders to socialise in a way that will maintain friendships and allow individuals to maintain a happy social life, whilst also allowing social distancing to take place

and protect the year group bubbles as far as is practical.

Each boarding zone will have its own set of bedrooms, bathrooms and spaces to socialise. Meal times for boarders will be staggered to allow for zones and year group bubbles to be protected, and for social distancing to take place.

Safe transport will be provided using school minibuses to collect students from airports, with quarantine procedures in place for students who require this.

We have put in place an enhanced programme of laundering, cleaning and disinfecting in the boarding houses to

reduce the risk of infection.

Boarding houses have access to a registered school nurse 24:7 and the pastoral team is experienced and supportive. We also have a well-equipped on-site medical centre with PPE kit available in each boarding house.

Any boarder showing symptoms of Covid will be tested at a local NHS testing site. This will be arranged by our medical team. Any boarder needing to self-isolate will be cared for by our medical and pastoral teams. Access to our remote education programme will be made available to all boarders who are self-isolating and who are well-enough to continue their studies.



THE START OF TERM

Detailed risk assessments have been written, and are being amended as government guidance changes. Final risk assessments will be available nearer to the start of term, and a link to these will be on the website, and available in Issue 2 of this Covid Planning Update.

On the first day of teaching, Thursday 3 September, the new ways of working will be explained to each student, and we will ensure all new laptops work on the school network. As part of this, all students will be asked to sign to say they have read and understood a set of behaviour guidelines to help our whole community stay safe.

Parents and staff will also be asked to sign something similar. These will be updated versions of the expectation sheets we used at Elleray in June.

We know that keeping to the expectations may not always be easy, especially when it comes to having friends in different year groups. We also know that some students may be anxious about a return to school. We have an excellent pastoral support system in place to help any student who is struggling.

The key for all of us in the weeks ahead will be good communication and kindness, both to ourselves and to every member of the school community. Our school motto is Vincit qui se vincit (one conquers, who conquers oneself). We will all have obstacles we need to conquer in the weeks ahead, but I have no doubt we will come out of this stronger and more resilient.

If you have any questions or concerns, now or in the future, please contact the Covid Lead for each site:

Browhead – Mrs E Vermeulen evermeulen@windermerschool.co.uk

Elleray – Mrs J King jking@windermerschool.co.uk



WINDERMERE
SCHOOL

WWW.WINDERMERESCHOOL.CO.UK