



WINDERMERE
SCHOOL



‘A SAFE PLACE TO LEARN’

Covid Planning and Updates for 2020-2021
Issue 6: 26 February 2021

Vincit qui se vincit – one conquers, who conquers oneself

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INTRODUCTION



Dear Parents,

The information in this issue of the Covid Planning Update is to ensure that we have a smooth return to learning on-site over the coming weeks.

With the exception of lateral flow testing for staff and for students in Year 7 and above, and with some slight changes to our procedures (e.g. relating to masks, or slight changes to the timings of the school day at Elleray) we will be returning to the systems that we had in place before this latest lockdown. We are basing this guidance on a 'guidance plus' approach - we are using the government guidance as our basic platform and then building up from there in order to ensure that our campuses remain as safe as possible. Many of the changes requested by the government for a return to school in March were already part of our procedures last term, which is why it may seem to our community that very little has changed.

We have made some amendments to the parent expectations form, and so we will require each family to sign this again in order to let us know that they understand and are happy to operate within the Covid parameters. Please ensure this is signed by Wednesday 3 March 2021.

We also need the Lateral Flow testing consent form to be signed. If you do not wish your son/daughter to have the test, please still complete the form so that we know that this is the case.

A return to school after time away is always exciting, but after such a long period of remote learning we are all very much looking forward to welcoming everyone back onto the Browhead and Elleray sites. However, we do appreciate that this may be a time of heightened anxiety for some.

As always, if you have any questions or concerns, please do not hesitate to get in touch.

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KEEPING OUR COMMUNITY SAFE

Ensuring that every member of the Windermere School community stays safe is going to continue to mean each member of the community playing their part.

It is vital that students, staff and other adults must not come into school if they have any symptoms or if any member of their household is unwell. The key here is to err on the side of caution; if you have any doubts, please keep your children at home.

As part of ensuring we are all working together, we are asking all our parents/guardians to sign electronically to say they have read and understood a set of behaviour expectations. These can be found on the website and will also be emailed out.

You should sign to say you have read the parent expectations document by the end of Wednesday 3 March 2021 using the link here. This is required even if your son or daughter has been attending critical care worker sessions. Students cannot return for lessons until this has been completed.

https://forms.office.com/Pages/ResponsePage.aspx?id=W6Gh56Lx_km7hI-PJiL29LDDHLGA_0xAtymAd-6pEfcFUQIRDVdk2OFBJNzRSTkVYRURPQ1oxQlhDTy4u

Consent for Lateral Flow Tests for Covid19 for students in Year 7 and above attending school during lockdown

You will be aware that testing for students returning to school to check for asymptomatic cases of Covid is taking place across the country using lateral flow device (LFD) tests. This is because up to one third of people who have coronavirus experience no symptoms. The requirement is to test students before they return to lessons, and then to test twice more within the following 6-10 days whilst students are on-site. After that the system will move to home testing.

Along with the other protective measures we are taking, these tests will help staff and students to remain in school safely. By testing we will help to stop the virus spread and help to keep Windermere School open.

These tests are voluntary, but highly recommended for all students in Year 7 and above. As well as the information contained here we will also share an instruction leaflet with further information on the tests along with data protection information.

If you are happy for your child to be tested, please read the terms of consent and then fill in the electronic form (link below).

https://forms.office.com/Pages/ResponsePage.aspx?id=W6Gh56Lx_km7hI-PJiL29KtbYszygQhHsM3Hz5X-e4z9UQzRIWDZTT0NUT1FGVUU4WloyNkiZNIpWS4u

Consent relates to the following groups of students/students and staff as follows:

- **For students younger than 16 years** the form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing.
- **Students over 16 who are able to provide informed consent** can complete this form themselves, having discussed their participation with their parent/guardian (if under 18.)
- **For any student who does not have the capacity to provide informed consent** this form must be completed by the parent or legal guardian.

Please complete one consent form for each child you wish to participate in testing. This consent covers all tests - you do not need to complete this form for each test that takes place.

Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy as they are completed using a swab of the nose and throat. For under 18s, staff can oversee the swab process.

Results, which take around half an hour from testing, will be shared directly with the individual staff and students who are participating. Where participants are under 16, parents or legal guardians will also be informed if there is a positive result.

For students aged 11 in Year 7, Nurse Brown will be in contact with each family to discuss the testing process - this is because the tests for these students cannot be completed by the student themselves.

If a student is sent home having had a positive lateral flow device (LFD) test they (and their household) will need to self-isolate for 10 days from the date of the test result. If a student gets a positive LFD test they will also need to confirm this result with a Polymerase Chain Reaction (PCR) test.

If a student is at home and shows symptoms they should NOT come into school and they should NOT use the LFD test but instead book to have a PCR test. Testing at school via LFDs will be offered free of charge.





What if a student or member of staff tests positive?

You will be aware that testing for students returning to school to check for asymptomatic cases of Covid is taking place across the country using lateral flow device (LFD) tests. This is because up to one third of people who have coronavirus experience no symptoms. The requirement is to test students before they return to lessons, and then to test twice more within the following 6-10 days whilst students are on-site. After that the system will move to home testing.

- Participating staff and students who test positive will be informed about their results individually. Where participants are under 16, parents or legal guardians will also be notified.
- People who test positive will then need to take a further 'PCR test' on the same day (or as soon as possible). Windermere School may be able to provide these PCR test kits to perform further tests at school (for boarders only) - day students should go to www.gov.uk/get-coronavirus-test or call 119 to book a follow-up test. If ordering a PCR test yourselves, you should choose to visit a drive-through test site if possible, as it is faster than requesting a home test.
- During the time while a person waits for the PCR result (via text/email) they and their families will need to self-isolate. If the subsequent PCR test result is negative the student can return to school and the household need not isolate for 10 days in this instance.
- If anyone who has tested positive whilst asymptomatic then goes on to develop symptoms, the 10-day self-isolation period needs to start again (from the date of symptoms presenting).

What happens if the test is negative?

- Students will be able to attend school and resume their activities as normal.
- A student will only be told if they test positive on a 'lateral flow' test, so if you do not hear you can assume the test result was negative.
- A small number of students may need to repeat the test if the first test was invalid or void for some reason.

What if my child develops symptoms?

This testing programme at Windermere School is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

LFD Tests - Terms of consent

1. I have had the opportunity to consider the information provided by Windermere School about the testing, ask questions and have had these answered satisfactorily, based on the information presented in this and the attached Privacy Notice.
2. In the case of under 16s, I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.
3. I consent to my child having a nose and throat swab for lateral flow tests. My child will self-swab if my child is able to, otherwise I understand that assistance is available.
4. In the case of under 16s or students who are not able to provide informed consent, I have discussed the testing with my child and they are happy to participate and self-swab (with assistance if required).

5. I understand that there may be multiple tests required and this consent covers all tests for my child. If, on the day of testing they do not wish to take part, then I understand they will not be made to do so and that consent can be withdrawn at any time ahead of the test.

6. I consent that my child's sample(s) will be tested for the presence of COVID-19.

7. I understand that if my child's result(s) are negative on the lateral flow test I will not be contacted by Windermere School, except where they are a close contact of a confirmed positive.

8. If the lateral flow test indicates the presence of COVID-19, I consent to my child having a nose and throat swab for confirmatory PCR testing. They will follow the instructions on the PCR Kit to return the test the same day to an NHS Test & Trace laboratory.

9. If the lateral flow test indicates the presence of COVID-19, I commit to ensuring that my child is removed from school premises as promptly as possible, bearing in mind they may have some anxiety following a positive test result.

10. I consent that they will need to self-isolate following a positive lateral flow test result, until the results of the confirmatory PCR have been received.

11. I agree that if my child's test results are confirmed to be positive from this PCR test, I will report this to Windermere School and I understand that my child will be required to self-isolate following public health advice.

This consent form is for participation in tests designed to detect asymptomatic coronavirus cases for students in Year 7 and above. Anyone experiencing symptoms should follow [government guidelines to self-isolate](#), even if they have had a recent negative lateral flow test.

Along with this information, we have attached the Department for Education Q/A sheet, a leaflet on the test procedure and the required Privacy notice.

The initial tests will take place on Monday 8 March and Tuesday 9 March with two subsequent tests taking place on site by the end of Tuesday 16 March. After that students will be given tests to complete at home. Students will eventually need to take the tests at home twice a week.

Home Testing – starting in 2 weeks

More information on home tests will be published by the government in the coming weeks and we will share that with you as it comes in.

Once students are completing the LFD tests at home they will need to report their test result to NHS Test and Trace as soon as the result comes in - this will be within 30 minutes. They can do this either online or by telephone. Instructions for doing this will be included with the home testing kit. Students aged 18 and older can self report, but students aged 12-17 will need adult assistance to report the test results.

Students will also be required to share their test result (whether negative, void or positive) with the school, and we will have a Form link to allow this to be done quickly and easily. Adults at home may help students aged 12 and over to take the test, but students aged 11 must have adult assistance.



TESTING PROCEDURE

Monday 8 and Tuesday 9 March

Each student (or group of siblings) will be given an appointment time slot. We have allocated every day student a time slot - if you son or daughter is not being tested, please don't worry if you see a time slot has been allocated - this is because we needed to organise the time slots before the consent form was published.

Boarders returning to school will be tested on the Sunday and Mrs Monk will confirm the test procedure for this with you.

It is vital that students arrive on time on Monday and Tuesday to ensure a smooth process and to avoid any build-up of students/queues. If you arrive early, please park on the Tennis Courts and then drive up to the drop off location at the correct time.

The drop off point is the Year 10/11 tunnel.

Once a student has been dropped off they will walk down the steps to Langdale Common Room. Here Nurse Brown and her team will complete the testing process.

During this time, we ask that parents drive to park on the Tennis Courts. Your son or daughter will leave Langdale by a lower door once the test is completed (approximately 15 minutes after being dropped off), walk along the lower terrace and get straight into the car to return home. This means that contact with others is limited until a test result is known. Parents are asked not to get out of their cars and socialise whilst they are waiting for their children to return.

If the test result is negative your son or daughter will then return on Wednesday for the resumption of on-site lessons.

Test results will be shared with the mobile phone number and email supplied on the consent form. For students aged 12 and over these are required to be the student's mobile number (if they have one) and the student's email address. Please be reassured that if there is a positive result we will be in touch with parents ASAP!

Student Arrival and Departure for on-site lessons Elleray (March 9 onwards) and Browhead (March 10 onwards)

To avoid congestion at the start and end of each day we will continue to operate 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.

The arrival and pick up times are still staggered to maintain the integrity of the bubbles. The bubbles at Elleray are:

- Bubble one will be Pre-School, Reception, Year 1 and Year 2.
- Bubble two is Year 3 and Year 4.
- Bubble three is Year 5 and Year 6.

At Browhead each year group is an individual bubble, with the exception of Years 12 and 13 who are loosely in a Sixth Form bubble.

Siblings can be dropped off at the earliest time slot, but not before 8.15am at Elleray or 07.55 at Browhead. These timings have been created to ensure that we do not reduce the amount of overall teaching time each bubble receives. Please do adhere to these times as closely as possible.

Year Group/Bubble	Drop Off/Collection Points	Drop Off Time	Collection Time
Ps-Year 2	Turning circle behind Year 2	08.45	15.45 or 17.15
Year 3 and 4	Turning circle at front door of Elleray	08.30	16.05 or 17.00
Year 5 and 6	Turning circle at front door of Elleray	08.15	15.50 or 17.15
Year 7	Browhead Back Door, Year 7 Zone	08.05 - 08.15	This will vary daily depending in the individual student and their activity programme.
Year 8	Browhead Back Door, Year 8 Zone	07.55 - 8.05	
Year 9	Browhead Back Door, Year 9 Zone	08.15 - 08.25	
Year 10	Opposite the Bike Shed	08.05 - 08.15	
Year 11	The Bike Shed	08.15 - 08.25	
Years 12-13	Westmorland Car Park	08.00 - 08.25	

Siblings can be dropped off at the earliest time slot, but not before 8.15am at Elleray or 07.55 at Browhead. These timings have been created to ensure that we do not reduce the amount of overall teaching time each bubble receives. Please do adhere to these times as closely as possible.

RETURN TO ON-SITE LESSONS - ELLERAY

Monday 8 March

Staff at Elleray will use Monday to set up classrooms, take Covid tests and ensure that everything is ready for a smooth start of term. On this day students will complete all their work remotely and as self-directed study. Staff will have set this work by the end of the previous week so that students know what they are doing. If you have any questions relating to these tasks, please contact the form teachers directly.

Tuesday 9 March

On Tuesday 9 March we will warmly welcome all students back to Elleray.

The children will take part in an extended tutor time and then continue with their school day. Year 3 and upwards should bring their fully charged laptops into school, as our IT support will then ensure that the relevant certificates are up to date to allow children to access the school WiFi.

We are required to limit what is brought into school on a daily basis, so please bring in waterproofs, wellies, hats, gloves, books and stationery that can remain in school where possible. Children are allowed to bring school bags and can bring some resources home, but please be vigilant with hand cleaning. Stationery and equipment will be provided for children in Year 2 and below.

Throughout the first few days we will have extended breaks to give the children the opportunity to play, talk and catch up with their friends. This will help them to socialise and adapt to life back in school. Until Easter, prep will be limited to English and Maths, as we know the students will be tired. These tasks will be short tasks such as spelling and reading.

We ask in the parent expectations that uniform is a school sweatshirt and that children are dressed to spend time outdoors. There is some flexibility on what they wear in school and we realise they may have grown out of their uniform and PE kit. This will be reviewed after Easter.

There will be no activities until Monday 15th February and the options will be sent to you during the first week back. For those who travel on school transport we will keep everyone occupied until their pickup times. There will be after school care for Pre-School to Year 2 from Tuesday 9 March, but the government guidance asks that you limit that to only essential childcare only. Essential reasons to access after school care are supporting parents to work, attend education or access medical care.

RETURN TO ON-SITE LESSONS - BROWHEAD

Monday 8 March

Students in Years 10-13 (and some younger students with older siblings) will arrive in 15-minute time slots to take their lateral flow tests.

Specific timings are attached separately and details of where to go are included within the Covid testing section. If there is a problem with the time you have been allocated, please contact Nurse Brown (sbrown@windermereschool.co.uk) and we will see if it is possible to rearrange.

Live webinar lessons will continue as normal for Years 7-9 (periods 1-4) but otherwise all lessons on Monday will be set as self-directed study sessions to enable students to complete their work around their testing time slot, and for staff to complete training on testing and prepare for the return to school. If your son or daughter needs to miss a live webinar lesson as a result of their test time slot, please do not worry, but do ask your son or daughter to let their staff know.

Tuesday 9 March

Students in Years 7-9 (and some older students with younger siblings) will arrive in 15-minute time slots to take their lateral flow tests. Specific timings are attached separately and details of where to go are included within the Covid testing section.

Live webinar lessons will continue as normal all day for students in Years 10-13 and for Years 7-9 in the afternoon. Lessons (periods 1-4) for Years 7-9 in the morning will be set as self-directed study sessions to enable students to complete their work around their testing time slot. If there is a problem with the time you have been allocated, please contact Nurse Brown (sbrown@windermereschool.co.uk) and we will see if it is possible to rearrange. If your son or daughter needs to miss a live webinar lesson as a result of their test time slot, please do not worry, but do ask your son or daughter to let their staff know.

Wednesday 10 March

Once students have been dropped off on Wednesday morning they will need to sanitise their hands at the hand sanitising stations located at each drop-off area, and then go directly to their tutor room. Tutor rooms and year group bubble areas remain unchanged.

Wednesday will not be an entirely normal school day. All students will have an extended tutor time during period 1, and this will include sessions on updating the IT certificate on their laptops, advice on the wearing of masks (Browhead), and time to re-sign the School Covid expectations. Hopefully this will ensure each individual student is confident about what to expect, happy and ready to learn from period 2 onwards.



Timetables - Browhead

Each student at Browhead will be re-issued with an updated timetable by email before they return to school on Wednesday 10 March. These will be almost exactly the same timetables they were issued with at the start of the academic year but we are retaining a small number of the more recent amendments as they have proved so successful!

Paper copies of timetables will be handed out during tutor time on Wednesday morning, but we recommend that students save the electronic copy of their timetable onto their laptop for future reference.

Any of the small amendments we made to create lockdown timetables will remain in place until the end of Tuesday 10 March.

Stationery

As usual, students must ensure they arrive with their laptop, laptop charger, headphones and their normal school bag and stationery. As a reminder, stationery should not be shared between students, and so all students in Year 3 and above require the following items:

- Pencil case(s).
- Pens for writing (e.g. biro) - black and blue, plus one purple pen for editing.
- A small selection of highlighters.
- An HB pencil.
- A pencil sharpener.
- An eraser/rubber.
- Coloured pencils.
- Coloured markers (e.g. felt tip pens).
- A ruler (many students find it useful to have both a 15cm and a 30 cm ruler).
- Scissors.
- A glue stick.

In addition, students in Year 7 and above will require:

- A protractor and compass.
- A scientific calculator.
- Art materials.

Browhead activity programme

We will return to running our activity programme from Monday 15 March and the detailed programmes at both sites will be published as soon as possible. We are very keen to ensure that the focus of this programme is on encouraging students outside to get fresh air and exercise, but we will also be providing prep session for those students who require this. The government guidance requests that students only participate in school activity programmes where child care requirements mean that students cannot go home. We are very happy to widen this to encourage students to participate in PE/outdoor activities after school, but we do encourage students to go home (day students) or to the boarding houses (boarders) to complete prep tasks wherever possible.

The government guidance also asks parents to limit out-of-school extra-curricular activities for their children as attendance at additional/off-site sessions will increase contacts between different groups of students. This requirement will be eased by the Summer term.

Prep for Year 7 and above

The setting of prep will continue to operate as normal for students in examination classes. However, for students in Years 9 and below we will operate a reduced prep timetable for this term in order to ease the transition back to school.

For students in Years 7-9 this means they will receive one formal Maths and English after school task a week. However, students who wish to complete additional prep tasks may continue to complete the extension tasks that are built into the Windermere Chilli system in every subject area.

RISK ASSESSMENTS

The Windermere School updated risk assessments as they relate to the Covid pandemic will be available on the School website from Monday 8 March 2021. Further details, if required, are available from our Operations Manager Mr Richard Hennah (rhennah@windermerschool.co.uk). Other than amendments relating to tests they remain the same in terms of the need for students to stick within their bubbles and to maintain social distancing wherever possible. Rules around ventilation and the need for excellent hygiene also remain unchanged.

We will continue to keep students and their families well-informed of any changes to our provision through these regular Covid Planning updates, as well as through our well-established system of tutor emails.

Face Masks

The government is following our lead in asking that masks are now worn in classrooms by students in Year 7 and above. We have been doing this since November and so there is no change in our mask wearing policy here. This requirement will remain in place until the end of the Spring term and will then be re-assessed in light of possible changes to government guidance and to the progress in vaccine rollout.

However, we are making a few changes to our mask requirements. These are:

- Staff at Elleray will be wearing masks more frequently than they were in September. Our younger students are now much more used to adults wearing masks and so hopefully this will not raise any concerns.
- Staff and students in Years 7 and above should change their mask at least once a day and so should have a mask and a spare (or even 2 spares) and a clear sealable bag to keep their masks in (one for clean masks and one for masks that need disposing of or washing). If a mask becomes damp it should be replaced.
- Masks can now be taken off outdoors if - and this is an important clarification - students and staff can maintain a 2-metre social distance from others. This means that students can get some fresh air as they move between classroom blocks, but if they are socialising/standing close together they should still be wearing masks.



UNIFORM

Our uniform requirements at both sites remain unchanged from December. However, we are aware that some students have grown, and that replacement uniform items may not arrive in time for our return on site. If this is an issue, please contact your son or daughter's tutor or form teacher. Until shops open we will need to be flexible, but please be aware that our online uniform shop is open and taking orders, and these can be sent to home or School.

As our classrooms will remain well ventilated your son or daughter may wish to wear two school fleeces or a fleece and a coat in order to stay warm whilst they are in class. As we move towards spring and warmer weather this issue will reduce.

As usual at Browhead and Elleray this academic year, if your son or daughter has PE or any other physical activity that requires PE or outdoor clothes they should arrive at school in the morning in their PE/Adventure kit.

ADVENTURE - Years 3-9

Adventure sessions will be running as normal, but we will be operating within strict guidelines as the government guidance states that educational visits are not allowed. We have taken advice on this and we are able to go off-site for Adventure as this is a normal part of our curriculum, but we will need to stay close to school and operate within carefully risk assessed parameters. With this in mind we will be using Hodge Howe and the local environment to provide a range of outdoor activities. Risk assessments and operating procedures have been amended to reflect Covid restrictions. If you have any questions or concerns relating to this please contact Mr Platt directly (pplatt@windermerschool.co.uk).

SAFE BOARDING PROVISION

Mrs Monk, our Head of Boarding, has been in contact with each of our boarding families with information for the return to school. Due to the current Covid-19 restrictions, anyone wishing to visit one of the boarding houses must contact the relevant House Parent to make an appointment prior to their visit. We regret that for the moment and in order to reduce the risk of Covid-19, boarding parents should drop their child and their child's luggage at the front door of each boarding house. Boarders will return onsite between 2.00-5.00pm on Sunday 7 March and will take their lateral flow tests on arrival. Students with a negative result will then enter the boarding houses and unpack.

Quarantine for boarders

We are aware that coming to School to quarantine can feel difficult. To ensure that this experience is as positive as possible students arriving on the same flight will quarantine together in the same flat, so they are not alone. A care plan will be written for each student to ensure their wellbeing throughout the quarantine period. During quarantine students will continue to join lessons remotely during the school day and they will be given some time outside every day, for example a walk around the campus to get some fresh air and exercise and to maintain their mental health. This will take place at times where they will not come into contact with other students on site.

STUDENT ABSENCE

If, for whatever reason, your son or daughter will not be coming into school on a specific day, please ring the main office at Browhead (015394 46164) or Elleray (015394 46803) or email:

Browhead - absence@windermerschool.co.uk

Elleray - csilverwood@windermerschool.co.uk

DEALING WITH WORRIES

Covid-19 has changed the way we live and we are all adapting to the new ways of living. Another return to a more normal school life will bring with it a range of emotions and this is to be expected. It is important for all of us, adults and students, to acknowledge how we are feeling and to know that there are people and resources available to support us.

Kooth: www.kooth.com (Online counselling service)

Childline: Tel: 08001111 <https://www.childline.org.uk/inf> and <https://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/>

Samaritans: www.samaritans.org

Mind: www.mind.org.uk

Papyrus: www.papyrus-uk.org

IN CONCLUSION

We know from experience that keeping to the Covid expectations may not always be easy, especially when it comes to students having friends in different year groups. We also know that some families may be anxious about a return to school. We have an excellent pastoral support system in place to help any student who is struggling. If your son or daughter has any concerns, we hope you will contact the relevant form teacher or tutor before the start of term as the more we know, the more we can help.

If you have any more general 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



