



WINDERMERE
SCHOOL

**Windermere School, Browhead and Elleray Campus,
1. March 2021 v 21.3**

COVID–19 Plan



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If you would like to view the detailed Risks Assessment Documents, please send your request to Richard Henna, Tech IOSH. Operations Manager via email. RHenna@windermereschool.co.uk

This document covers both the Browhead and Elleray Campuses and all sections relating to both sites are written in Black. Items relating solely to Browhead are in Blue and for Elleray are in Red

INTRODUCTION

Following the announcement from the Prime Minister, Boris Johnson on 22nd February 2021, detailing the exit route from National lockdown to, onsite School learning is permitted from Monday 8th March. We are therefore preparing to welcome back our boarding community from Sunday 7th March, complete the required Lateral Flow tests for Browhead students on Monday 8th and Tuesday 9th before returning to normal lessons from Wednesday 10th March. At Elleray, lessons will resume from Tuesday 9th March.

This document describes how Windermere School plans to open for all students on site, during the Spring and Summer terms, and gradually introduce the permitted relaxing of control measures in line with Government guidance as it is updated, whilst controlling the risk of infection with COVID-19 for its employees, students, parents and anybody else affected by its activities.

COVID-19 is known to be a highly contagious virus, that has been spread world-wide during 2020. International, scientific research is ongoing, and there is optimism as a number of vaccines are launched, but the general trend is that the virus is most likely to be severe, if not fatal for those over 60 with underlying health conditions. However, that does not mean there is no risk to the younger population including our School community and so we intend to put all reasonable measures in place to reduce the risk of the virus spreading.

We cannot, as a School, fulfil this brief alone, without the support of every family, student or employee at the School. Full transparency and cooperation is required: If you think that you or a member of your immediate household may be sick, stay at home and isolate, we will continue to offer remote learning to all who choose not to, or cannot attend the classroom.

Our further controls, highlighted in this document, aim to reduce the risk of infection and follow Government guidelines to reduce the number of contacts each pupil encounters, promote good hygiene and remove operational incidents for close contact. Social distancing will be promoted wherever possible and some activities, including large gatherings for assembly and dining, will no longer go ahead in their original format. It is recognised that young children, especially, find social distancing hard and for that reason we are introducing controls to keep students in distinct groups isolated from the others, limiting the potential for contact.

The highest priority at this time must be the safety and wellbeing of children, young people and staff. This includes both the physical safety and mental health of all members of the School community, both on site and those partaking in remote learning. To this end we will facilitate ongoing and meaningful teaching of as broad a curriculum as possible and also online connections between students and other members of the School community.

Insurance and Liability

The information below is from the School's insurers:

Question: If and when we re-open and either a member of staff or pupil contracts COVID-19, are we open to claims from either party? If so, are we duly covered for any such claim?

Answer from insurers: I can advise that your Employer's Liability and Public Liability covers do not have any exclusions at the current time and, therefore, cover would apply in the unlikely event of the School being held legally responsible for an outbreak at the premises.

In addition, the insurer added: From an insurance perspective, we would very much expect that you follow the Government instructions and guidelines

1. HEALTH AND SAFETY, COVID-19 STATEMENT

In our ongoing delivery of an ongoing, quality, education for our students, the Headmaster, Governors and Leadership teams agree that the following principles should be observed:

- The highest priority must be the physical safety and mental wellbeing of children, young people and staff.
- Our strategic approach is collaborative, with clear expectations and consistent messages.
- Our guidance takes into account the different layers of information and accountability that schools are governed by, including directions from national government, local advice and support and individual school level decision making.
- Learning from other local authorities, countries and educational settings is recognised and after successfully navigating the Autumn term we have further strengthened our measures in our bespoke situation.
- The guidance and advice will be iterative, as circumstances change. The School's responses to the challenges will need to be reviewed on an on-going basis. Any guidance issued should be consistent with the most up-to-date information available from central government, the Department for Education, National Institute for Health Protection, the Health and Safety Executive, locally agreed policies and any other statutory regulations.
- Where fresh challenges emerge, there is a clear expectation for all stakeholders to continue to work together constructively to find practical, appropriate and timely solutions, so that no child or member of staff is left at risk and the impact on pupils' learning and the wellbeing of all is minimised.
- It is recognised that home learning will continue for some pupils for some considerable time. For any disadvantaged pupils and vulnerable pupils, every available resource will be harnessed to prevent the gap widening. A well-established remote learning plan is in place with the safeguarding of all students as a priority.

We are confident that by following the control measures enclosed in this guidance and with the cooperation of all employees and members of the school community that continued learning and use of our campuses can be delivered safely, within Government guidelines.

I A Lavender
Headmaster
Date: 6th January 2021

Andrew Chamberlain
Chairman of the Governors
Date: 6th January 2021

2. RISK ASSESSMENT GUIDANCE

The COVID-19 outbreak is dynamic, changing daily, if not hourly, and there are now many agencies providing information almost to the point of information overload.

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

Risk is universally managed following the following hierarchy and priority:

Elimination of the Risk of infection with Covid 19 is not possible and so the Duty of Care owed to the School Community is fulfilled as follows.

Reducing the risk (RR) = return to a School with a series of control measures in place to reduce the potential contact opportunities.

Isolate the risk (IR) = keep students/staff with the infection (or symptoms of the infection) in lockdown at home or, if boarders, in quarantine accommodation.

Control the risk (CR) = use (where required) protective equipment such as facemasks, aprons, gloves and Perspex screens, maintaining bubbles with minimal mixing and good hygiene.

The Key risks identified are:

- Indifference to social distancing guidelines or resorting to “old behaviours” forgetfulness or wilful disregard.
- Asymptomatic entry of Covid 19 into School.
- Negligent behaviour by infected persons not openly disclosing their symptoms and isolating.
- Lack of social distancing - transmission of Covid19
- Poor cleaning - transmission of Covid19
- Continued disruption of learning e.g. movement in and out of remote learning, not having entire year groups in school, etc.
- Management of boarders returning in a way that maintains community confidence.
- Shopping trips, games, weekend parties and uncontrolled socialising.

Whilst in school, risks will be reduced because students will be in contact with limited numbers of known and trusted colleagues who are following isolation and control procedures.

For risks that involve a third party or off-site interaction, the residual risk is in some cases Medium. Students and family behaviour out of School could potentially undermine all of our efforts and put the School community at unnecessary levels of risk. For this reason we are reminding all School families and staff to follow all government guidance as it relates to social interactions, and avoid activities out of school which may cause

additional cross-contamination between year groups, or increase the chances of children contracting Covid19. For example, playdates, parties and larger social events should be avoided unless social distancing and year group bubbles can be maintained

Control Measures Summary

All pupils attending School have experienced lockdown and its physical isolation from the greater public. As lockdown has eased control measures such as distancing, handwashing, use of facemasks indoors and awareness of the Covid symptoms have been introduced and are now familiar to our school community.

International boarding students will be using air travel where the wearing of facemasks is compulsory. The Government has set up some air bridges with countries recording low instances of the virus but some nationalities are required to quarantine, sometimes with short notice. A private (school) bus service is in operation to collect all international students and bubble them from the public and isolation accommodation is provided at the School from Sunday 7th March. Students are, where possible, kept in flats with others from the same flight to provide some company and moral support during their isolation.

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.

As the School population returns, government guidelines have advised the School carry out on site Lateral Flow testing for each student three times during the first two weeks, following their return. All previous control measures will remain in due to lateral flow testing not being 100% reliable due to human error. We will therefore continue to encourage distancing where it is physically possible and to reduce the opportunities for contacts with large numbers of fellow students by keeping classes based on year groups, termed bubbles. This is will be implemented to the fullest extent possible, within the constraints of the building, equipment and staffing availability.

Each year group will form a year group bubble, remaining in this bubble throughout the day. The exceptions to this will be Reception to Year 1 who will operate as one group and Year 12 and Year 13 who will operate in a Sixth Form bubble. Each bubble has been allocated a classroom block or area, with an associated outdoor area. Each year group will predominantly be taught in the same classroom throughout the day with the exception of practical subjects; Performing Arts, Adventure, PE and Science. Classroom layouts have been altered in line with government guidance so that students will sit side by side and facing the front. All non-essential materials have been removed from classrooms to make them easier to clean. 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.

Where constraints limit the possibility of a year group bubble, extensions of these bubbles will be contained within the following “extended bubbles”. At Elleray, Reception to year 2, years 3 and 4, years 5 and 6.

Within the boarding houses, ‘zones’ are being created 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. We will also be working hard through our medical, pastoral and safeguarding team to ensure that there is no stigma attached to anyone who has had or may have the virus and remain vigilant that this could become a topic for bullying. Through Tutors and Life Skills lessons, students will be educated and supported in appropriate responses to others during these times. Any negative behaviour will be dealt with as appropriate and in-line with the School’s behavioural guidance. The pastoral team will work with individuals who may demonstrate any unwanted behaviours towards others.

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. At Elleray this will be in sittings in the assembly hall and dining room. In Browhead, Westmorland boarding house will host 6th formers and in the dining room and dance studio for years 7 – 11. This will be organised in sittings to preserve distancing and the menu will be simplified to remove the need for self-service with shared tongs 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.

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 all school sites.

Each year group will be allocated a specific toilet area to use, and toilet areas will be cleaned very regularly. Hand soap and paper towels will be available in each toilet area. Where year groups are sharing a toilet block, they will use them on a rota basis.

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.

Unless otherwise advised, students 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.

Visitors to the School, including parents, contractors, admissions tours and deliveries will only be accommodated with a prior appointment and limited to essential purposes only. Where possible, access routes for permitted visits will avoid all designated classrooms and learning areas.

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 Elleray. 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 the National Institute for Health Protection as and when required, and we will be guided by them if any member of our community becomes unwell.

Protocol for pupils arriving at Browhead: Drop off locations have been amended to avoid congregations of mixed year groups:

- Years 7 & 8 & 9 are to be dropped off / collected from the Canopy at the backdoor
- Years, 10 & 11 are to be dropped off / collected from the bike shelter Island.
- Sixth Form – are to be dropped off / collected from the Westmorland House car park.

Protocol for pupils arriving at Elleray: Drop off and collection times amended to avoid congestion:

Year Group	Drop Off	Pick Up	ASC/Activities
Ps-Yr 2	8.45am	3.45pm	5.15pm
Yr 3 and 4	8.30am	4.05pm	5.00pm
Yr 5 and 6	8.15am	3.50pm	5.15pm

Students will not be permitted to congregate and will be ushered to their year group form room immediately on arrival.

There will be a verbal check with each student as to whether they are feeling well once they arrive in registration.

Parents are requested to email nurse@windermereschool.co.uk if the student has received any medication since the previous school day or over the weekend, that could alter the result of a temperature check if taken. For example, Paracetamol.

If so, there will be a discussion as to why the medication was needed and a judgement made as to whether the student is fit to remain in school. Observations, e.g. temperature, will be checked if necessary.

If the student is to be taken home, the student will wait under the canopy or if they prefer, in the isolation room for collection by their parent at Browhead, at Elleray, students will wait in the Medi-centre of the front door portico.

Any questions or concerns, now or in the future, should be addressed to the Covid Leads: [Browhead – Mrs E Vermeulen evermeulen@windermereschool.co.uk](#)

[Elleray – Mrs J King jking@windermereschool.co.uk](#)

3. MEDICAL POLICY INCLUDING PROCEDURE FOR SYMPTOMS IN SCHOOL

The prime responsibility for a child's health lies with the parent. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This could extend to a need to administer medicine.

Aims

The School aims to:

- assist parents in providing medical care for their children with a team of Nurses,
- educate staff and children in respect of special medical needs, hygiene rules and procedures designed to prevent the spread of infection;
- ensure that first aiders on duty have the appropriate training (e.g. paediatric first aid);
- provide necessary training for school staff;
- ensure that all policies and protocols relating to COVID-19 are communicated to pupils, parents and staff and adhered to;
- monitor and keep appropriate records, including maintaining a register of staff, pupils and their families who have developed COVID-19 symptoms and self-isolated, those who have been tested and the outcome, as well as those who are suspected of having COVID-19 and were not tested.
- **COVID-19 Symptoms may include the following and most sufferers experience at least one of these.**
 - **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
 - **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
 - **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Expectations

If a pupil or member of staff has any one of the COVID-19 symptoms listed above, or feels unwell, they should not come to school. Parents should inform the school using the main number: [Elleray Campus 015394 43308](tel:01539443308).

What to do if you suspect you have Coronavirus (COVID-19)

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you should self-isolate at home.

Main messages

- If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for at least 10 days from when your symptoms started. (The ending isolation section below has more information).
- After 10 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you only have a

cough or anosmia (a loss of taste and smell) after 10 days, as these symptoms can last for several weeks after the infection has gone.

- If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 10 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.
- For anyone else in the household who starts displaying symptoms, they need to stay at home for at least 10 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.
- Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.
- If you can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.
- If you cannot move vulnerable people out of your home, stay away from them as much as possible.
- Reduce the spread of infection in your home: wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser; cover coughs and sneezes.

If you have coronavirus (COVID-19) symptoms:

- Do not go to a GP surgery, pharmacy or hospital;
- You do not need to contact 111 to tell them you're staying at home;
- You can book a test online:
- Test for anyone with symptoms (antigen test): <https://www.nhs.uk/ask-for-a-coronavirus-test>
- Test for essential workers with symptoms: <https://www.gov.uk/apply-coronavirus-test-essential-workers>

Note that tests are not suitable for children under 5 years of age and need to take place within the first 5 days of having symptoms. More information can be found at: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

- If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.
- If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you need to follow the same guidance on self-isolation again.
- Keep the school updated on progress.
- Test results, both positive or negative, must be shared with the School prior to the students return.

Protocol if a pupil or member of staff develops COVID-19 symptoms in school

Overview: If there is a confirmed case of coronavirus in a setting

When a day student or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the student or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of household should isolate and the remainder of their bubble/group will be closely monitored for 14 days. The other year group members of that wider bubble/group do not need to self-isolate unless they subsequently develop symptoms or it is known that they have been a close contact, within 2 metres for 15 minutes or within 1 metre.

As part of the national test and trace programme, if other cases are detected within the bubble/group, National Institute for Health Protection's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children, young people and staff may be asked to self-isolate at home as a precautionary measure – perhaps the whole bubble, or site. Where schools are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole school will not generally be necessary, if there have been further suspected cases or two confirmed cases in a previous 14-day period, National Institute for Health Protection may put the School on localised lockdown.

If a pupil or member of staff develops COVID-19 symptoms at school

1. If a pupil becomes unwell with suspected COVID-19, the pupil should immediately be isolated from other pupils, put on a mask and, if well enough, taken to the drop off / collection point which is the front door Portico at Elleray to wait for their lift. If the student prefers to wait inside, there is a Medi-centre at Elleray where the pupil can wait until collected by their parent.
2. The staff member with them will contact the School Nurse on duty, who in her absence will be supported by the Head of Elleray or designated supervising staff. The School Nurse will, when possible, remain 2 metres away from the pupil.
3. The pupil's parents should be contacted so the pupil can be collected and taken home as soon as possible. On collection, the parents should telephone reception to confirm they have collected their child before leaving site.
4. If a member of staff becomes unwell with suspected COVID-19, they should immediately isolate from other people and inform the Nurse on duty and/or Operations Manager. If the member of staff is currently supervising pupils and needs to be replaced, this will be arranged by the Head of Elleray.

5. If the staff member who is unwell is able to drive home, they should do so straight away. If not, their family should be contacted so that they can be collected and the staff member should wait in the isolation room until collected. The Nurse should wear PPE while attending the staff member.
6. With either pupils or staff members, if the Nurse is concerned that the symptoms are serious enough to warrant immediate medical care, the emergency services should be contacted and an ambulance requested.
7. The parents or staff member should book a COVID-19 test online and report the results to the School Nurse nurse@windermereschool.co.uk In both cases, Positive or Negative, test certificates will be required to be shared with the school.
8. The pupil or staff member should remain at home for at least 10 days. The NHS advice is that anyone living with someone with symptoms should stay at home for 14 days from the day the first person got symptoms.
9. If staff live alone and feel they cannot cope with their symptoms at home, or if their condition gets worse, or symptoms do not get better after 7 days, use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.
10. If pupils or staff develop new coronavirus (COVID-19) symptoms at any point after ending their first period of isolation (self or household), they should follow the same guidance on self-isolation again.
11. If a pupil or staff member tests positive, the school should be immediately informed.

A member of the School's Senior Management team, usually the Operations Manager, should call Cumbria County Council's COVID-19 Call Centre 0800 783 1968 to allow the appropriate track and trace measures to be fulfilled.

4. BOARDING POLICY.

International boarding students will be using air travel where the wearing of facemasks is compulsory and completing a Covid test before departing is required. A period of 10 days quarantine on arrival at School is nevertheless still required. A private school bus service is in operation to collect all international students and bubble them from the public and isolation accommodation is provided at the School from Sunday 7th March. Students are where possible kept in flats with others from the same flight to provide some company and moral support during their isolation.

Government advice is that once they have arrived, travellers should go straight to their place of accommodation, in this case, Windermere School. Ideally using private transport. For the reason of reducing further contacts with multiple members of the general public, it is preferable for students to be collected by a school vehicle or private hire vehicle. During this journey, the students and driver will be required to wear a face mask and to sanitise or wash their hands before entering the vehicle. Gloves will be worn by the driver when handling luggage and windows open throughout the journey.

Windermere School will operate School buses and if required use taxis to facilitate the avoidance of public transport.

Accommodation for quarantine will be provided in Westmorland house flats, because it is easily divisible with its separate flats into sections to accommodate students arriving on different dates. Once term begins, and quarantine is complete, girls will move into Browhead and boys will move to Langdale so that Westmorland can be deep cleaned. Once Westmorland has been sterilized, Sixth Form students will move back in.

For the purposes of monitoring and isolating suspected cases of Covid – 19, boarding houses will each be defined as an individual household. In the first instance if a student has appropriate symptoms, they will complete a lateral flow test for Covid-19. If this test is negative, the rest of their household will remain in lessons until a further PCR test is completed. If this is positive members of the boarding house and direct year group of the positive case will be required to isolate for 14 days.

Weekend activities, use of dining room tables for breakfast and dinner, will be allocated based on boarding house. It is recognised that enforcing full social distancing is not possible and that provision of social interaction between boarders within the same boarding house, of mixed years is good for mental wellbeing, so good hygiene and rigorous cleaning is essential. Rooming lists will be fixed for a term, unless disrupted by isolation, making track and trace concerns straightforward to implement.

5. CLEANING AND HYGIENE POLICY

COVID-19 Cleaning and Hygiene Policy

COVID-19 is mainly passed on by person-to-person spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it or through background aerosols in the air of an unventilated area.

Cleaning helps minimise the spread of coronavirus (COVID-19). Fortunately, normal cleaning methods do kill this virus. Cleaners and the Facilities Team are on the frontline in the battle against coronavirus (COVID-19) to keep pupils and staff, and particularly the most vulnerable, safe.

The policy describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.

This policy is based on guidance from Government:

General Cleaning

All cleaning staff will be issued with a face visor, face mask, disposable aprons and gloves, which should remain for personal use and is the owner's responsibility to maintain its cleanliness.

Where possible all windows and doors are to be left open to aid ventilation and minimise the contact of touching doors etc., the exception being toilet doors, being mindful of fire doors and regulations. At the end of the teaching day, all doors and windows should be secured, fire doors should be closed.

- Normal cleaning procedures should be maintained.
- Surfaces that are touched regularly should be cleaned and disinfected using standard cleaning products.
- Staff, children, students and families should be reminded to wash their hands for 20 seconds more often than usual.

Cleaning routine in each room or used space

Desks should be left as uncluttered as possible and computers turned off. Cleaning staff must wear gloves and where possible disposable aprons. Once a week where high level dusting takes place, this should be done whilst wearing a disposable dust mask. Reusable cleaning cloths to be washed in the washing machine after each day.

Daily

1. Toilets to be checked for cleanliness and stock level twice per day, (mid-morning and mid-afternoon) and then cleaned thoroughly each night. Each check should be evidenced on the control sheet located in each toilet. Sufficient stock of paper towels, soap and toilet paper is paramount.
2. Empty waste bins. Bins should be located both inside and outside of each toilet. Outside the door enabling exit to take place with the use of a paper towel which should be deposited in the bin located outside the toilet.
3. Clean all surfaces including desks/chairs with liquid detergent or proprietary disinfectant.
4. Vacuum floor.
5. Mop hard floors with a disinfectant diluted to the manufacturer's recommendation.
6. Wipe down all light switches and used plug sockets (taking extreme caution not to wet) and computer keyboards, mice and telephones.
7. Spray all hard surfaces (as the cleaner leaves the room/building) with anti-viral liquid. This must include any key pads and/or locks.
8. Particular attention should be given to high use areas, door handles, key pads, rails etc. These must be anti-viraled daily.
9. Ensure the daily cleaning of communal equipment, photocopier, printer, franking machine etc. The cleaning of which should be done by the spraying of anti-viral onto a clean cloth and thoroughly wiping the high touch areas. Ensure hand sanitiser is placed next to each piece of communal kit with an appropriate notice for users to use the hand sanitiser both before and after each use.
10. Each classroom must contain hand sanitiser, paper towels, gloves and wipes which should be replenished daily.

Weekly

1. High level dusting (where possible using a vacuum to minimise the spread of dust particles).

Waste

Test materials and swabs produced by Lateral Flow testing are no longer classed as medical waste. It is therefore acceptable to dispose of all test kit items in regular bin bags, alongside regular waste, to be disposed with regular mixed items in black bin bags.

Cleaning following a suspected COVID-19 case

1. Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
2. Disposable or washing-up gloves and aprons should be worn for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
3. Particular attention should be paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells, door handles and telephones.
4. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), protection for the eyes, mouth and nose should be used, as well as wearing gloves and an apron.
5. Avoid creating splashes and spray when cleaning.
6. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
12. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
13. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
14. Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
15. Hands should be regularly washed with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
16. Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
 - Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; or
 - A household detergent followed by disinfection (1000 ppm av.cl.). Manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants should be followed; or
 - If an alternative disinfectant is used, it should be checked to ensure that it is effective against enveloped viruses.

Waste following a suspected COVID-19 case

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Will be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. The Cellar Cleaner's room is designated as a secure storage area for this purpose.

Waste should be stored safely and kept away from children. Waste will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours:

- if the individual tests negative, this can be put in with the normal waste;
- if the individual tests positive, the waste will be stored for at least 72 hours and put in with the normal waste.

If storage for at least 72 hours is not appropriate, collection as a Category B infectious waste either by the local waste collection authority or by a specialist clinical waste contractor will be arranged by the Operations Manager. Orange clinical waste bags will be provided to place the waste bags into, so the waste can be sent for appropriate treatment.

Laundry following a suspected COVID-19 case

- Items should be washed in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Do not shake dirty laundry, this minimises the possibility of dispersing the virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Deep cleaning following a suspected COVID-19 case

- Use warm, soapy water and disposable cloths to disinfect any surfaces or areas where the person may have had contact, including bathrooms, door handles, table tops, etc.
- Wear aprons and gloves when cleaning, double-bagging all of the disposables and setting them aside securely (for 72 hours) before putting them into the general waste.
- If possible, the school may wish to use different rooms for the next 72 hours as an added precautionary measure.

6. Curriculum and Timetable.

Social distancing among Browhead students especially is to be observed wherever possible. However, where the existing school facilities do not allow this, the benefit of teaching a full curriculum to all students permits closer contact with the further control of bubbling. This is exercised by keeping students within their year group or extended bubble, and minimising the opportunities for them to mix with other year groups, thus keeping the number of contacts to a minimum that can be easily identified for track and trace purposes. This means all tutor groups and academic based subjects will take place in the rooms as follows and the specialist teacher will move to meet their class. After School activities will also be assigned to year groups unless valid constraints dictate that a group comprising of an extended bubble is necessary.

At Browhead the classroom blocks will be assigned as follows:

- Year 7 – New Maths (2 rooms)
- Year 8 – Lower Humanities (2 rooms)
- Year 9 – Maths Old block (3 rooms)
- Year 10 – English block (4 rooms)
- Year 11 –Upper Humanities (3 rooms)
- Year 12 and 13 (operating as a single bubble) –MFL, Dance and Jenkins Centre.

At Elleray the classroom blocks, toilets and play areas will be assigned as follows:

In the Pre-School and Year 1 block, a toilet is located just inside the classroom, they have a covered play area with scheduled access to the Quadrangle play area.

For Year 2, a toilet is available for dedicated use in their classroom, they have an enclosed play space attached and scheduled access to the Quadrangle play area.

Years 3 and 4 will be able to share the use of the toilets on the first floor and will be allocated the green house, football pitch and dens area for outdoor play.

Year 5 are located on the ground floor and can use the toilets and entrance via the cellar, they have a dedicated play equipment behind the Year 1 class block.

Year 6 will be located in the Pods, with sole use of the Pod toilet block and play space under the pods and along to the tennis courts.

- Pre-school/Reception, Years 1 and 2 – 9am to 3pm
- Year groups 3 and 4 - 9.15am – 3.30pm
- Year groups 5 and 6 - 8.30am - 4.00pm

In addition to bubbling, students will be using personal learning materials when possible. This includes the new introduction of personal IT devices for students in year two upwards, and these will be used instead of the IT suite in most cases.

Timetable.

We have considered staggering the timetable to include different break, lunch, arrival and departure times for each year groups but this is not practical due to specialist teachers teaching across multiple year groups. However, there will be a rolling rota of early finishes at break and lunch times to reduce the mixing of year groups at toilet and dining facilities.

Supervision of students as they arrive to encourage prompt dispersal to their class block will be put in place along with break and lunch time supervision to make sure that students do not congregate across bubbles. Toilet areas will be shared between some year groups but regular hand washing will be strongly encouraged.

To support segregation of year groups, additional toilet blocks will be located on the car park next to New Maths for Years 7, Year 8 and 9 the toilet block behind old Maths. Year 10 will be assigned those in Science and Dance, while Years 11, 12 and 13 will use the toilets in Jenkins. These will be cleaned regularly throughout the day, before school starts and then before each break, including lunch.

Lunch will be served to students in designated areas and on a rolling rota but the spaces allocated are as follows: Boarding Matrons will be designated a location to supervise.

Westmorland House: All Sixth Form boarders.

Dance Studio: Year 7 or 8 and Sixth Form day students.

Dining Room: Years 9, 10 and 11.

A teacher rota will be in place for patrolling the classroom blocks to ensure social distancing and the promotion of sensible behaviour.

At Elleray the timetable will be slightly staggered to include different break, lunch, arrival and departure times for each year groups. Where a family has a child in multiple year groups the drop off and collection times will be constructed around the youngest child.

Lunch will be served to students in sittings in the assembly hall and dining room to keep year groups separate. Children permitted to move outside will be confined to a designated area outside of their classroom.

Practical subjects will be scheduled as double periods wherever possible to reduce lost time to cleaning between periods.

Classes at Browhead.

Class based subjects are those that are academic in nature, not requiring a specialist teaching area, for example, Maths, English, Humanities and Languages. With the introduction of student devices, IT will also be taught in the class block with the exception of those year groups designated to use the Pi studio.

Teachers will move between classrooms, allowing students to remain in their own block for the majority of the day. The teacher will be designated a safe area for their use only at the front of the class. Each teacher will wipe down the teaching desk at the end of

their lesson and prepare to teach, connecting their personal laptop to the projector and using its inbuilt camera to allow remote lesson access as required.

Practical subjects will be scheduled as double periods wherever possible to reduce lost time to cleaning between periods.

Teachers are permitted to move around the classroom if required and face mask wearing for teachers is discretionary but if talking to a student within social distancing parameters, they must look over the student's shoulder, rather than talking face to face.

Facemasks are to be worn at all times in the classroom from March 8th unless directed that there is a reason to remove them by the class teacher, for example during an oral section of a language lesson.

Staff may remove their mask if there is a teaching benefit, for example, teaching a Student who lip reads. While not wearing a mask the teacher must remain distanced and may then choose to remain seated behind their Perspex screen or to wear a visor.

Masks are not required to be worn during outdoor activities such as Adventure and PE.

Where possible day students and boarders will be sat separately within the classroom.

Visiting Music and Sports teachers will be permitted to return to teaching on site and are required to follow subject specific risk assessments.



Classes at Elleray.

Class based subjects are those that are academic in nature, not requiring a specialist teaching area, for example, Maths, English, Humanities, Science and Languages. With the introduction of student devices, IT will also be taught in the classroom, with the IT suite reserved for lessons where there is a specific benefit in using this space.

Each year group has a dedicated teacher assigned only to them. Social distancing remains important within a classroom, but also between teachers.

Teachers of practical subjects and learning support, staff not dedicated to a single year group, including the School Nurse, admin, catering, cleaning and Head must distance themselves from each other and pupils where possible and safe distances are marked in areas where they meet with pupils.

Art.

For Sixth Form, the numbers within the IB course allow that there is sufficient space in the Art Studio for each student to have their own designated booth. A separate, external entrance to this area will be put in place to preserve this area as an extension of the Sixth Form bubble in the Jenkins centre.

Lower and Upper School year groups will attend in groups made up of their own cohort. They will be required to bring in their own equipment, for example, a small water colour paint set. Work in progress will be stored separately for each year group and returned when they are next timetabled for the subject.

The high use surfaces, desks, chairs and pottery equipment will be cleaned between each year groups lesson.

The dedicated Art centre will be used and children must wash their hands before entering. Before each lesson, all high touch areas including desks and stools must be wiped down and the equipment and materials assigned to individual pupils. At the end of the lesson, all work is to be put out of reach from further year groups, and equipment used cleaned with soap and water. Left over materials should be stored for further use by only the same year group. Completed work can be taken to the year groups classroom for display.

Performing Arts.

Drama will take place in the Drama Studio, where all non-essential furniture, costumes and props have been removed. Any props used will be selected based on being non-porous and easy to clean. The stage area and drama room will be used to perform tasks. The high use surfaces including any props used will be cleaned between each year groups lesson.

Music will take place in Holst, where the fire door has been converted to allow external access for Upper and Lower School year groups. All non-essential sheet music and instruments that cannot be easily cleaned will be removed. For example, guitars and djembe with animal skin surfaces. Piano keyboards will be used and wipes provided to allow each student to clean these before use. They are required to bring their own personal headphones to plug into the instrument.

At Elleray, Music will be located on the top floor if the lesson cannot be delivered in the year group's classroom.

Choir singing can take place in single year groups of up to 15 students only but word sheets will be projected onto the class screen and the choir conductor must stand two meters back from the front of the choir. Choir members should stand side by side and not face to face and distant from each other.

Individual music lessons will continue in the following format. Piano lessons will continue with the piano keys being wiped by the teacher between each use. All string, brass and woodwind instruments will be permitted if students bring in their own instrument. There is storage space available for personal instruments in the music department. Students who drum will be required to bring their own sticks.

During individual lessons, the students and teacher will be required to sit side by side at a distance rather than face to face. Windows should be opened whenever possible, Teachers and student must wear a mask when the instrument allows, for example Piano and Drums.



Physical Education and PE.

Windermere School champions the benefits of Adventure and Physical Education during normal operation and this is no different during the COVID Pandemic. The children have been permitted to attend each day in a uniform suitable for attending an activity and will remain in their cohort throughout the lesson. Where possible outdoor activities will be

timetabled for double periods at the end of the day to avoid students being expected to return to their classrooms, wet from rain and wet grass.

Social distancing is to be encouraged and teaching staff need to be vigilant when collecting shared equipment to make sure it can either be cleaned or put in storage for that dedicated year group. Hand hygiene and reducing face touching is still important and hygiene measures have been considered as follows:

All students will be required to wash their hands at the start and after the lesson, change their outer garments and footwear. Students will be permitted to bring in their own hockey stick but this must be stored in their class room during the day and not the locker room.

The sport or activity will be selected to allow teachers to observe maximum practical distancing, while instructing, recognising that they are the potential link between year groups.

At the end of each year groups lesson, high touch surfaces and shared equipment will be cleaned. Equipment that is porous in nature and not suitable for cleaning, for example ropes, will be stored securely for 72 hours before being used by another pupil.

First Aid equipment will include gloves, disposable aprons and a face mask. Staff are familiar with the Medical risk assessment and how to provide support in the event of an injury or a student becoming unwell during the lesson.

School minibuses can be used with the following controls. The students and driver must all wear masks and windows kept open. The front passenger seat is not for use by students. If a driver has to handle shared bags they must wear gloves. Hand sanitiser must be used on boarding and alighting. The normal procedures for external visits will still be in place with individual assessments to be approved by the External Visits Co-ordinator.

Inter school fixtures will not take place until further notice.

Science.

Specialist laboratory areas are essential for teaching science and their use has already been successfully trialled for Year 12 during June 2020. All non-essential equipment is stored out of reach, ideally in a closed cupboard but if not, marked not for use.

Experiments will be selected to use equipment that can be effectively cleaned and also taught while the teacher maintains a safe distance from the student. Only normal Science specific PPE is required and students must bring in their own lab coats and goggles. If a teacher needs to enter a student's zone to supervise an experiment, they will do this side by side and not face to face.

The high use surfaces, desks, chairs and experiment equipment will be cleaned between each year groups lesson.

SEND and close contact instruction.

Learning support assistance often relies on close contact with a student and / or one to one working with a student in a class space where distancing is not possible. Learning Support will limit the number of students entering the centre with further spaces available in EAL.

The centre has removed all non-essential materials. Where possible students using the centre will be scheduled with others of the same year group, all keyboards and high touch areas will be cleaned immediately after each student leaves and the student will wash their hands in the sink located in the suite.

Teaching assistants will be allocated to the same students within the same year groups where possible and observe distancing and hand hygiene whenever possible. If they do need to enter a student's zone to support them, they will do this side by side and not face to face as a minimum and are both advised to wear masks if it does not hinder communication. If wearing a face mask and distancing are not possible, a transparent face covering must be worn, to reduce projection of aerosols towards the student.

Control measures will be discussed with the parents to make sure that they do not unduly hinder the support offered to the student.

Distance/Remote and/or Blended Learning

Due to illness, quarantine or travel restriction there may be periods where School attendance is not possible. Please refer to the School Distance/ Remote and/or Blended learning policy for guidance on learning provision in these scenarios.

<https://www.windermerschool.co.uk/wp-content/uploads/2021/01/3c-Remote-and-Blended-Learning-Policy-v20.1.pdf>

7. VISITOR AND DELIVERIES POLICY

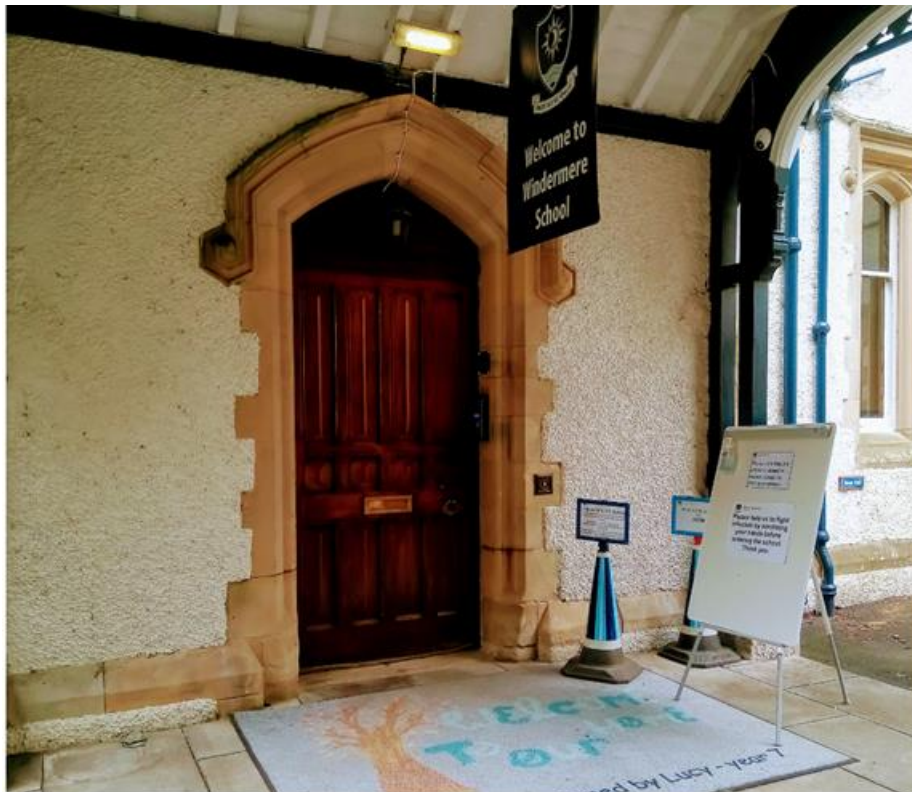
To support the control of social distancing on site it is also important to control the number of persons permitted to access the School buildings and so visitors are limited to essential visits only.

The School building is therefore essentially closed to non-employed staff. Visitors to the premises will be discouraged. Visitors, including parents, will be by appointment only, and only where a phone call or web call is not possible (e.g. deliveries).

Access to contractors/external maintenance personnel will only be granted by arrangement for essential maintenance/statutory inspection needs only – for more details see the Estates RA.

In an emergency situation where access is required urgently to undertake maintenance, appropriate hygiene and social distancing arrangements must be followed. If this incorporates one of the designated classroom areas, it may be appropriate to relocate the pupils to a separate suitable location and then clean down before re-entering.

Reception staff will manage the sign-in of visitors (e.g. with anti-viral wipes available by the electronic sign-in system, and a bin for the wipes to be put in).



All visitors to the school must wash their hands as soon as they enter the building. Keypads and electronic entry systems will be regularly sanitised throughout the day.

Admissions Tours must maintain social distancing with observations from outside of the classroom space.

Regular delivery companies have been informed of the requirement to leave deliveries at the front door and to contact the relevant contract manager. Post and parcels are left at the front door and the front door buzzer sounded. Signage supporting this is displayed.

Known and trusted suppliers will be used and orders placed to limit frequent attendance, less frequent, larger deliveries are preferable. At Elleray, the barrier will be closed, once the children are in school, and re-opened in time for pupil collection at the end of the day.

The School has a legal duty of care to provide welfare facilities to delivery drivers servicing the School and the toilets located in the reception will be available if needed. Drivers must wear a mask and sanitise their hands before entering the School building.

The School has a legal duty of care to provide welfare facilities to delivery drivers servicing the School and the toilets located in the cobbled courtyard will be available if needed.

8. TRANSPORT POLICY

Wherever possible we want to encourage parents to transport students with their own vehicles, reducing contact to members of their own household only. Walking to school or arriving on a bike are also preferred methods of transport.

Public transport is not encouraged and so the Private School minibus service will be running with the following controls.

The driver and passengers must all wear a facemask during the journey. Siblings must aim to be sat together and if no siblings then with another member of the same year group. If there are seats spare, passengers should distance and students are not to use the front passenger seat in buses.

Drivers are required to use hand sanitiser if handling shared luggage and windows left open during the journey. All passengers must avoid turning round to talk to fellow passengers face to face. There will be a journey register with a seating plan of who sat where for each journey.

The buses will be equipped with hand sanitiser and passengers are required to wash their hands or sanitise them on alighting. If they can also bring their own hand sanitiser this is recommended. Sinks are readily available for students to wash their hands on arriving.

If a child needs assistance with their seat belt, the driver must wear a face mask and gloves while fastening it.

All adventure and school visit use of the buses will follow the same procedures and journey lengths should be restricted to 20 minutes, unless a specific risk assessment is conducted that demonstrates that controls are in place to look after staff and students in the event a child or staff member is suspected of Covid-19 symptoms.

After a bus has been used, the School driving team must be notified to allow them to complete an internal clean of high touch areas, prior to subsequent use. Bus bookings will be required to leave a 30-minute window between bookings to allow this to happen.

Dispersed pick up and collection points have been introduced to reduce the mixing of year groups as they arrive at School. They are as follows:

Pre School – Year 1, - the turning circle, 9.00am

Year 2 – the back car park, 9.00am

Years 3 and 4, the turning circle, 8.45am

Years 5 and 6, the lower car park, 8.30am

Years 7, 8 and 9 – the canopy at the backdoor.

Years 10 and 11 – The bike shelter canopy.

Sixth Form Students – Westmorland car park.



Browhead back door canopy will be used for drop off/ collection of years 7, 8 and 9 and it is equipped with additional handwash facilities.

9. STAFF WELFARE

All staff are required to observe social distancing, where possible at all times, from both students and each other. Frequent hand washing and sanitising is also essential, including when arriving at a destination having walked around the school. This will reduce the risk of spread between year group bubbles as staff teach various year groups.

Staff attending site will be low in number and will all have their own dedicated work station. Staff should where possible not share computer or phone equipment and if they do they must be wiped between users. The Photocopiers will be moved from the pigeon hole room to the library to reduce traffic in this area.

Elleray Staff room and offices have been marked to help staff to distance from each other and a further staff room facility set up in the first floor library to help reduce crowding. Elleray Teachers are also able to return to their classroom if the staff room becomes busy.

We need to encourage staff to be diligent in avoiding the workplace if unwell because the result of persisting to work while potentially carrying the virus, risks Covid infection and an outbreak. This message will be shared via email prior to the start of term. If Staff are not attending they must contact their line manager or the cover supervisor, in line with the existing absence reporting procedures.

It is also possible that staff will be contacted by the Track and Trace agencies to instruct them to isolate if they have attended a virus hotspot unknowingly. In all cases they must notify their line manager of their need to remain away from work and as required take a Covid 19 test. Regardless of the result, positive or negative, in the interest of transparency and making the best decisions for the School, staff are requested to share their test certificate with their Line Manager.

Some staff may also be hesitant to return to site themselves, in these cases their Line Manager and Operations Manager will meet with staff individually to assess if reasonable adjustments can be made to support their return to the workplace. Any further new concerns about Covid risks can be raised initially with a Line Manager and/or Operations Manager. The School also has external Health and Safety consultancy support available from Kym Allan Associates 01228 210152 and staff support available through Health Assured www.healthassured.org 0844 891 0357 who are free for School staff to contact if desired.

Staff lunches will be available in grab bag format and further kettles, microwaves and fridges are available to enable staff to get refreshment in dispersed offices in addition to the staff room, in the instance of the staff room being busy. Supplementary break areas are available in classrooms. Some staff also have accommodation on site and they have the option to take their food home to eat.

Estates have facilities in the workshop and Finance and Marketing also have their own kettles and fridges. Staff not covered can use the staff room but operational staff are encouraged to avoid using the staff room during timetable break times.

10. THE NEXT STEPS TO FULL RECOVERY

The easing of National lockdown and the return to on site learning, alongside prolific testing for asymptomatic cases and the continued roll out of vaccinations across the general population indicate that there will be ongoing easing of the remaining control measures through the remainder of the School year. The situation of being Open with caveats may however remain for some time, although the list of caveats will gradually reduce.

The School – States of Operation

For the purposes of this Risk Assessment a number of **stages of operation (SO)** for Windermere School have been considered:

1. **Fully Open** Business as usual: no travel or trip restrictions.
2. **Open** Business as usual: with caveats – no visitors and trip restrictions.
3. **Open T** In transition: some teaching in school and some remotely.
4. **Open B** In transition: with boarders and Open K (below).
5. **Open K** Key staff and vulnerable children in school. All other teaching remote.
6. **Open R** Teaching is all achieved remotely.
7. **Fully Closed** No one on site except residents, security and maintenance staff.

11. REFERENCE RISK ASSESSMENT DOCUMENTS

Separate risk assessments exist for the following categories and are referenced in this document as appropriate.

1. International Travel and Boarding and Pastoral Provision.
2. Human Behaviour.
3. Estate Preparation.
4. Cleaning and Catering Operations.
5. Teaching Subject Specific Risks.
 - 5a. Specific to Adventure.
 - 5b. Specific to Physical Education.
 - 5c. Specific to Science.
 - 5d. Specific to SEND.
 - 5e. Specific to Food and Nutrition.
6. Transport
7. Medical.
8. Safeguarding – fully updated, including a revision of the behaviour policy.
9. Lateral Flow testing.

Appendix A: Windermere School Expectations – Parents, Staff and Students.

Appendix B: Browhead, Breaktime information.

Guidance documents including Government Guidance, ISI, BSA, Kym Allan Associates have been referenced in the compilation of this document.

Compiled by:		Richard Hennah
Approved by:		Headmaster:
Updated by:		Richard Hennah 8 th December 2020
Reviewed by:		Headmaster: 19 th August 2020
Version	Date	
1	May 2020	EV
2.1	8.6.2020	RH
2.2	9.6.2020	IAL
3.1	3.7.2020	RH
4.0	13.8.2020	RH
4.1	18.8.2020	RH
4.2	19.08.2020	RH & RMG
4.3	20.08.2020	RH & JD
4.4	25.08.2020	IAL
4.5	28.08.2020	IAL, AC, JD, JH, AH, CB, AS, CR.
4.6	31.08.2020	IAL
4.7	11.09.2020	EV, JK, RH
20.1	02.11.2020	RH, SMT
21.0	08/12/2020	RH
21.1	07/01/2021	RH, SMT
21.3	25/02/2021	RH
Approval date:		8 th January 2021
Review date:		15 th April 2021

Appendix A.

Windermere School Expectations – Parents

These 'expectations' are designed to give clear guidance on behaviour that all members of the Windermere School community are expected to observe. They are informed by the latest government guidance and have been amended for March 2021. They are subject to further change. The health and welfare of our community is paramount, and each of us must avoid conduct that may assist with the spread of coronavirus at school. Whilst our first priority is to the health of the whole community, we also wish to keep the school open. If there are cases of Covid in school, we may have to close certain year groups, or in the worst case, close the school to day students for a while, and return to remote teaching. Your support in helping to keep the school open is greatly appreciated. In order to protect the students, staff and other families, we are obliged to ask you to agree to the terms listed below:

1. Not to bring your child to school if they or any member of your direct household are ill in any way that may relate to Covid19, and in particular if they are showing any of the 3 key symptoms of Covid19, which are:
 - A high temperature – this means the person will feel hot to touch on their chest or back. You do not need to measure your child's temperature.
 - A new, continuous cough – this means someone is coughing a lot for more than an hour, or have had 3 or more coughing episodes in 24 hours.
 - A loss or change to a person's sense of smell or taste – this means they have noticed they cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms, but please remain aware that some people may be asymptomatic, or may have different symptoms such as prolonged headaches.

It is vital that no one 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 stay away from school.

2. Inform the school nurse by phone or email (nurse@windermereschool.co.uk) if your son or daughter was given medication such as paracetamol or ibuprofen for fever since the previous school day, or over the weekend. Please do not bring your child to school until you have had a response.
3. Let the school know as soon as possible if your family is required to self-isolate. This is so that educational solutions can be put in place for your son or daughter.
4. Keep your children at home if anyone within your direct household develops symptoms of Covid19. Under no circumstances come onto any of the school sites until PCR tests for Covid19 have been completed, and the results return as negative. Should the tests come back as positive, it is important to self-isolate for the length of time advised by the government guidance. This is currently 10 days.

5. Not to come on site other than for the drop off and collection of your children unless otherwise agreed. Parents should not congregate at these times and will not be able to enter buildings without prior arrangement. If on-site, parents must observe social distancing at all times, and wear a mask if coming into a school building.
6. Continue to speak to your children about the importance of frequent hand washing and sanitising so that the messages are consistent both at home and school. Windermere School will be following the 'catch it, bin it, kill it' approach to coughs and sneezes. We will also be reinforcing messages to do with individuals avoiding touching their mouths, noses and eyes with their hands.
7. Follow the staggered routines for arrival or departure. Families with children in more than one year group at either Browhead or Elleray should drop their children off at the earliest of the drop-off times and drop each child at the correct location.
8. Follow the amended uniform guidance. As usual, your child's school clothes should be washed frequently. To assist with this, we are amending the uniform expectations slightly for September; with pupils attending school in their school sweatshirt (Elleray) or school fleece (Browhead Years 7-11). We recommend that Years 12-13 should have machine washable suits. On days with PE/Adventure, students should come to school wearing their PE/Adventure kit and bring their uniform with them if they may need to be changed afterwards.
9. Support the school with decisions we have to make over which students can socialise and spend time together at Elleray and Browhead.
10. Ensure your son or daughter has all the required stationery and IT items in order to support Windermere School with the new rules about NOT sharing equipment, and reducing the number of items that travel to and from school. To assist with not sharing equipment, each child in Year 3 and above will be asked to bring in their own pencil case (see stationery list, including Art kit as required), and their own laptop/device.
11. Support Windermere with the new rules we have put in place rules on how our students move around school, for example specifying routes to move from one area to another, one-way systems, out of bounds areas, spaced queuing and year group zones. There will also be rules to do with students and staff NOT sharing equipment, such as pens and glue sticks. In order to achieve this, some work will remain electronic even though students are back on site.
12. Follow carefully all government guidance as it relates to social interactions, and avoid activities out of school that may cause additional cross-contamination between year groups, or increase the chance of your child/children contracting Covid19. For example, as guidance is relaxed in March and then April playdates, parties and larger social events should be avoided unless social distancing and year group bubbles can be maintained.

13. Test data – it is vital that when students in Year 7 and above are completing tests at home they have assistance (where required) and that they share the results of these tests (positive/negative or void) with school as well as with the NHS. We ask that parents provide assistance with testing where required and also ensure that test result data is shared appropriately.
14. The government guidance also asks parents to limit out-of-school extra-curricular activities for their children as attendance at additional/off-site sessions outside of school will increase contacts between different groups of students. This requirement is likely to be eased by the Summer term.

For any pupil who is unable to attend school (e.g. because they are self-isolating), lessons will continue to be provided. We ask for your understanding in so much that the provision of remote education is made more complicated when we are also providing on-site education, but we assure you that we will be working hard to ensure that both are of a high quality.

If you have any concerns once term has started, please contact your child's Tutor via their school email. Mrs King, Mrs Vermeulen and Mrs Moses are also available via email or by calling Elleray (015394 43308) or Browhead (015394 46164) between the hours of 8.15 am and 5.30pm.

Please use the following link to sign electronically to say you have read and agree to these expectations.

https://forms.office.com/Pages/ResponsePage.aspx?id=W6Gh56Lx_km7hI-PJiL29BSrPKeZQjZMt827I-LITHdURVNPkdnRVVBNUpLMUkwS0w0N08wN1k3SS4u

Windermere School Expectations – Staff

These 'expectations' are designed to give clear guidance on behaviour that all members of the Windermere School community are expected to observe. They are informed by the latest government guidance and have been updated for March 2021 in line with the legal position we are required to take. They are, as always, subject to further change. The health and welfare of our community is paramount, and each of us must avoid conduct that may assist with the spread of coronavirus at school. Whilst our first priority is to the health of the whole community, we also wish to keep the school open. If there are cases of Covid in school, we may have to close certain year groups, or in the worst case, close the school to day students for a while, and return to remote teaching. Your support in helping to keep the school open is greatly appreciated. These expectations fit alongside the existing staff code of conduct.

In order to protect yourself, students, staff and other parents, we ask that staff:

1. Read carefully and operate within the appropriate Windermere School Covid19 and other normal risk assessments / safeguarding documentation and the acceptable use policy for ICT.
2. Do not come to work if you or any member of your direct household are ill in any way that may relate to Covid19, and in particular if they are showing any of the 3 key symptoms of Covid19, which are:
 - A high temperature – this means the person will feel hot to touch on their chest or back
 - A new, continuous cough – this means someone is coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
 - A loss or change to a person's sense of smell or taste – this means they have noticed they cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

It is vital that no one comes 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 stay away from school. Additional symptoms may present, so please do check NHS online if you are concerned.

3. If anyone within your direct household develops symptoms of Covid19, please report this to your line manager and the Covid Lead (Mrs J King for Elleray and Mrs E Vermeulen at Browhead). Under no circumstances come onto the school site.
4. If anyone within your direct household develops symptoms of Covid19, please stay at home until tests for Covid19 have been completed, and the results return as negative. Should the tests come back as positive, it is important to self-isolate for the length of time advised by the government guidance. This is currently 10 days.
5. LFD tests and the test data – it is vital that when staff are completing tests at home (twice a week) that they share the results of these tests (positive/negative or void) with school as well as with the NHS. A link will be shared with staff to make telling school as quick and easy as possible.

6. Staff should speak to the Operations manager (Mr R Hennah) or either of the Covid Leads if they have any concerns relating to health so we may assist you with managing these concerns.

7. Depending on the site, staff may be allocated areas within school where they should work, or that they may or may not go. This is to ensure the year group bubbles are maintained as much as is feasible. This will include work areas and toilet facilities so that we are avoiding too many people using the same facilities.

8. On arrival please sign in remotely using the PassTab app/website on your mobile phone, tablet or laptop. Please sign out using the same system.

9. Only limited numbers of staff may use the staff room at any time, and when they leave, they must wipe down any surfaces they have touched with the anti-viral wipes left for that purpose. We ask that you consume tea/coffee, refreshments and lunch in your allocated workspace. Staff are requested to bring in their own drinks (e.g. tea / coffee in a thermos).

10. Please continue to speak to the students about the importance of frequent handwashing and sanitising so that the messages are consistent. We will be following government guidance in relation to sneezing, coughing, the use of tissues and their disposal ('catch it, bin it, kill it') and reinforcing messages to do with individuals avoiding touching their mouths, noses and eyes with their hands.

11. Ensure that your school clothes are washed regularly. If you have branded school kit this may be worn.

12. Support the school with decisions we are having to make over which students can socialise (e.g. year group bubbles) and where this can take place.

13. Assist the school by helping with any tasks that may be required, e.g. the wiping down of desks, chairs and electronic equipment after they have been used.

14. Staff must wear protective clothing such as face masks when social distancing cannot be maintained, when moving around site or where a child or staff member becomes ill and you have to assist them. Should this happen we have stocks of the appropriate PPE on site, e.g. there will be an emergency PPE kit in each classroom.

15. Please ensure any waste items, in particular tissues, are immediately placed in a bin.

16. Support Windermere School with the new rules about NOT sharing equipment, and reducing the number of items that travel to and from school. To assist with this do not 'loan' equipment to students, ensure students maintain social distancing as much as possible, and reduce the number of items that move between school and your home (or students' homes) to a minimum.

17. Beyond your normal timetable (teachers only) please keep a reasonable record in your diary of where you have been and when, e.g. cross site visits. This does not need to be hugely detailed but will assist Track and Trace if required.

18. Please stay alert to the health, both mental and physical, of the people, students and staff, around you. If you have any concerns, please pass these on to the relevant person:

- Concern about a student – please contact the relevant Head of Section.
- Concern about a member of staff – please contact the relevant line manager.

If you are unsure of who to contact, please contact the relevant Covid Lead.

19. All staff have had access to the whole school risk assessments, and have in many cases been involved in helping us write them. Where staff feel a personal risk assessment would be helpful, please contact Richard Hennah who has already completed this process with some staff.

You can also contact Health Assured Assistance (the replacement for Worklife Support) using www.healthassuredeap.com / 0800 047 4097 To gain access to the Health and Well-being Portal you will require the below login credentials: Username: Peninsula, Password: EAP

It is vital during this time that we work together as a team, and that you relay any issues or concerns to your line manager or one of the Covid Leads immediately.

Thank you for your cooperation in ensuring we create the safest working environment that we can at Windermere School. Please use the following link to electronically sign to say you have read and agree to these expectations.

https://forms.office.com/Pages/ResponsePage.aspx?id=W6Gh56Lx_km7hI-PJiL29CSD1d3uLC1CuW0tDia-fNpUMks2NIVYNjhNNUJLVFQxTUNKSFkwQkNBSC4u

Windermere School Expectations relating to Covid – Pupils Year 7-13

We need you to follow these rules so that all of us can stay healthy, and so that the school can remain open:

1. Tell someone (e.g. your teacher or parent / carer) if you feel ill or very hot, have a new cough or a change to the way that things taste or smell.
 - If you feel ill with Covid symptoms during the school day, do not use your mobile phone to ring home but immediately tell a member of staff. School will contact home for you.
 - If you are ill outside of the school day, please immediately tell your parents or boarding staff.

2. Wash your hands **for 20 seconds, using soap and warm water** (or use hand sanitiser if you are unable to wash your hands) at the following times:
 - Before leaving home / the boarding house and on arrival at school.
 - Before and after break times, when changing classroom or when eating and drinking.
 - Before and after going to the toilet.
Before and after PE / Adventure.
 - Before and after using school buses.
 - After coughing/sneezing and/or blowing your nose.

3. If you cough or sneeze, you should do this into tissues before binning them. If you don't have a tissue, use the inside of your elbow. There will be posters up around school to remind you of this.

4. We would recommend that you carry your own suitable hand sanitiser for use around school and on buses. We are also providing hand sanitiser in school.

5. Year 7-11 should wear your normal school uniform but instead of the blazer, wear the navy school fleece. On days when you have PE or Adventure you should come to school in the correct PE/Adventure kit, and bring your uniform to change into if required (e.g. if it is raining). Year 12-13 should wear their suits as normal and we recommend they are machine washable.

6. After Easter, all students should revert to following the normal school dress codes.

7. Only spend time at school with students in **your** year group or bubble. You must stay in the area that has been allocated to your year group. It is important that you do not move all over the site at will, but stay in the

- correct areas. You must also avoid huddling together in groups and adhere to acceptable social distancing.
8. Where you have lessons outside of your allocated bubble, you must use the designated route. Make sure you follow any new signs that show you how to move around the school site, for example one-way systems, social distancing by 2 metres, out of bounds areas, spaced queuing and year group zones.
 9. If you are a day student, you must be dropped off at the correct location, at the designated time and wearing a mask. You must then wash or sanitise your hands and then go directly to your tutor room. You must not stay at the drop-off point, e.g. do not stay at the drop-off point to socialise with friends.
 10. You need to abide by the rotas that have been set up for use of the toilet blocks and for breaks and lunch. If you need to use the facilities at other times, please speak to a teacher.
 11. Support school with the new rules about NOT sharing equipment, and reducing the number of items that travel to and from school. To assist with this, you should bring in daily only the following items:
 - Your pencil case (stocked as per the stationery list).
 - Your laptop, charger, headphones and laptop bag.
 - Your uniform (on days where you come into school wearing PE/Adventure kit)
 - The books/files/materials you need for that day's lessons.
 12. Space in classrooms will be limited. Limit what you bring in, keep your belongings safe, and treat the belongings of others with respect. Treat all laptops and mobile phones with great care – they are expensive!
 13. Only get out your laptop a teacher gives you permission to do so. You should only be using your laptop for school work during school hours.
 14. Mobile phones are not permitted during the school day, or during an after-school activity time. If any student wishes to call home or your parent wishes to make contact with you, this can be done through the School Office.
 15. Sit facing the front of the classroom, and avoid turning to talk directly to students sitting next to or around you.

16. Check your emails and either Show my Homework or ManageBac at least once a day (best practice is first thing every day, then at lunchtime and then late afternoon). Use your Windermere Prep Diary to create daily to do lists.
17. Wear a mask when requested to do so. You **MUST** wear a mask when you are inside at all times (e.g. in classrooms and in corridors), unless specifically directed otherwise by a member of staff, or when sitting down to eat at lunchtime or in the boarding house. Always have a mask and a spare with you (e.g. in your school bag) and ensure that non-disposable masks are named. Change your mask for a clean mask if it becomes damp. Please remember that some members of our community may choose to wear a mask more frequently than others, and that some people cannot wear masks. Unkind comments made relating to masks will be taken very seriously. **You may only take your mask off when you are outdoors, if you are able to maintain a distance of 2m from other people.**
18. Lateral Flow Device (LFD) tests will be completed three times in the first week and half of our return to school. These tests are voluntary but we strongly recommend that students who are able to take the tests do so.
19. Lateral Flow Device (LFD) tests will then be complete at home. It is vital that when you are completing tests at home (twice a week) that you share the results of these tests (positive/negative or void) with school as well, as with the NHS. A forms link will be shared with you to make telling school the result as quick and easy as possible. If you need help with this test, please speak to your parents (day students) or house staff (boarders).
20. Be kind to your peers and your staff, whether online or onsite. As stated in the normal 'student expectations sheet' you need to show due consideration and respect to all members of the School community. Bullying or unkindness will not be accepted.

If you have any concerns or questions, please talk to your tutor.

To sign to say that you have read and agree to follow these student expectations during the Covid pandemic, click on this link or use the QR code here. This link will only work when you are using your school account:

https://forms.office.com/Pages/ResponsePage.aspx?id=W6Gh56Lx_km7hl-PJiL29Ay1s-9-Yk9NhSEWRRL2Y6VURDJCNE4zS0NHNU4wVTZOTFdUT0RXNFMwRi4u

Appendix B

Browhead Break Time Information

- Year 7 – New Maths
- Year 8 – Lower Humanities
- Year 9 – Old Maths
- Year 10 – English
- Year 11 – Upper Humanities
- Sixth Form – Westmorland

Toilet blocks – use of

- New Maths Car Park – Years 7-9
- Dance (for the girls) and Science (for the boys) – Year 10
- Jenkins for Year 11 and also day students in Years 12-13

Dance Studio and Science Block

These toilets are used exclusively by Year 10.

New Maths Car Park

The toilet block behind New Maths – Year 7

The toilet block behind Old Maths – Years 8 and 9.

At break time please use this rota:

- Year 8 – 10.40-10.50
- Year 9 – 10.50-11.00

At lunchtime, students should use the toilet block during the times they are not at lunch, and simply take care to avoid mixing with the other year groups.

No more than 3 students should be in either toilet area (girls or boys) at any one time.

Jenkins (outside the Dining Room)

Being shared by Y11 and Year 12/13 day students. Students **MUST** wear a mask as they enter and leave the building as the electric door entrance to Jenkins is also being used by staff and years 12/13 to enter Jenkins.

No more than 3 students should be in either toilet area (girls or boys) at any one time.

At break time please use this rota:

- Year 11 – 10.40-10.50
- Year 12/13 (day students) – 10.50-11.00

At lunchtime, students should use the toilet block during the times they are not at lunch, and simply take care to avoid mixing with the other year group.

Westmorland Toilets

Year 12 and Year 13 **boarders** have exclusive use of the toilets at Westmorland House. Students must use the toilets in their flats, leaving the toilets in the common room area for staff.

Lunch Timetable

Please be aware that the B and C times for Dance are slightly different to the B/C times for the Dining Room as Nick feels Year 7/8 will take a bit longer to eat. This does mean Y12/13 days students have a rather short lunchtime (but there are not very many of them).

- Yellow = Dance
- Orange = Dining Room
- Green = Westmorland

Wk A	Monday	Tuesday	Weds	Thursday	Friday
Y7	B = 13.10	B = 13.10	A = 12.45	B = 13.10	A = 12.45
Y8	A = 12.45	A = 12.45	B = 13.10	A = 12.45	B = 13.10
Y9	C = 13.35	A = 12.45	A = 12.45	C = 13.35	A = 12.45
Y10	B = 13.10	C = 13.35	B = 13.10	A = 12.45	C = 13.35
Y11	A = 12.45	B = 13.10	C = 13.35	B = 13.10	B = 13.10
Y12 / 13	C = 13.40	C = 13.40	C = 13.40	C = 13.40	C = 13.40
Y12 /13 boarder	No rota but some will arrive 12.55 and others at 13.20	No rota but some will arrive 12.55 and others at 13.20	No rota but some will arrive 12.55 and others at 13.20	No rota but some will arrive 12.55 and others at 13.20	No rota but some will arrive 12.55 and others at 13.20

Wk B	Monday	Tuesday	Weds	Thursday	Friday
Y7	B = 13.10	B = 13.10	A = 12.45	A = 12.45	A = 12.45
Y8	A = 12.45	A = 12.45	B = 13.10	B = 13.10	B = 13.10
Y9	A = 12.45	A = 12.45	A = 12.45	C = 13.35	B = 13.10
Y10	B = 13.10	C = 13.35	C = 13.35	B = 13.10	A = 12.45
Y11	C = 13.35	B = 13.10	B = 13.10	A = 12.45	C = 13.35
Y12 / 13	C = 13.40	C = 13.40	C = 13.40	C = 13.40	C = 13.40
Y12 /13	No rota but some will arrive 12.55 and others at 13.20	No rota but some will arrive 12.55 and others at 13.20	No rota but some will arrive 12.55 and others at 13.20	No rota but some will arrive 12.55 and others at 13.20	No rota but some will arrive 12.55 and others at 13.20

Year 7, 8 and day students in Year 12/13 are in the Dance Studio. Year 7 and 8 are on rota A/B. A = 12.45 and B = 13.10. Year 12/13 students go in for lunch in sitting C each day = 13.40.

Year 9, 10 and 11 are in the Dining Room. You will be told where to sit (it will be on one specific side of the Dining Room whilst the other side is cleaned). You will only have 20 minutes to collect your food and eat, so you will need to eat fast (apologies 😞). A = 12.45, B = 13.05 and C = 13.35.

Year 12/13 – food is available at Westmorland and then in the Dance Studio from 13.35/40pm