



# Donhead Preparatory School

## Re-opening Policy & Protocols

### Scope

This policy applies to circumstances where Donhead Preparatory School has to re-open after a significant enforced closure. The policy details the steps that the school and the parents must adhere to at all times, especially if the closure is enforced following a pandemic or disease related outbreak. The policy is written in light of the COVID-19 pandemic and will be adapted to suit other closures as is required.

From the Government publication:

Coronavirus (COVID-19): implementing protective measures in education and childcare settings, we want to highlight a statement that may affect decisions on returning to school:

“Public Health England (PHE) is clear that if early years’ settings, schools and colleges do this<sup>1</sup>, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered”

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

### Aims

Donhead will do all that it reasonably can to continue to deliver educational services, by using various technologies and online services to enable remote teaching and learning.

In circumstances where Donhead can remain partially open with reduced staffing, they will aim to run a teaching programme for pupils/students on roll. The programme put in place may not, however, fully follow the planned curriculum, and is likely to follow any remote provision being made for boys or Year groups unable to attend school.

Where Donhead is closed for more than one day, teaching staff will endeavour to ensure that work is available for pupils to access at home via the Portal or chosen platform. The planned work may not fully follow the planned curriculum, however.

### Policy

All pupils and staff are required to adhere to the strict guidelines from the Government, PHE and as indicated in our detailed Risk Assessment.

### Continuity of Teaching

Pupils at school must:

- Arrive and leave punctually following the published timings for their POD or class.
- Remain strictly in their allocated PODs and do their very best to adhere to social distancing.

<sup>1</sup> This refers to the class or groups sizes section of the document  
Drafted 26<sup>TH</sup> May 2020: Reviewed 18<sup>th</sup> June 2020 FGB

- Follow the one-way system as signposted around the building, regardless of weather, and only use the assigned toilets for their year group.
- Enjoy break and lunch with their 'POD' ensuring no mixing with another 'POD' takes place and adhering to social distancing as much as possible.
- Continue to follow the published remote learning timetable to the best of their ability
- Not enter any area of the school marked no entry without prior permission from the Headmaster
- Regularly wash their hands as directed by staff for 20 seconds using soap and water
- Regularly apply the provided hand sanitiser
- Bring a stocked pencil case that they can leave in school.
- Abide by the school rules at all times

### **Behaviour and conduct (online and virtual learning)**

All pupils are expected to conduct themselves in the same way that they are expected to at all times. All relevant policies e.g. Behaviour & Sanctions Policy, Anti-Bullying Policy etc. will remain in force.

As far as possible, pupil behaviour concerns or positive performance will be dealt with in the same ways as usual. We reserve the right to refuse a pupil entry to the school if their language and conduct etc. is unacceptable. We expect parents/carers to support Donhead where disciplinary responses are required.

Linked to the government guidelines, all pupils are expected to adhere to social distancing rules. We are confident that our robust risk assessment ensures Donhead is as safe as it can be for all staff and pupils.

Whilst our focus, as always will remain on reward and positive praise, any behaviour deemed disrespectful, dangerous or that could lead to an increase in risk to pupils or staff members cannot not be tolerated and may require immediate sanctions.

This behaviour now includes;

- Refusal to follow instructions given by a member of staff.
- Purposely or repeatedly breaking social distancing or safe hygiene practice.
- Purposely or repeatedly sneezing, spitting or coughing on/at a pupil or staff member.

**Pupils will onsite will be expected to wear school uniform (NO BLAZERS) or PE kit on days when sport is timetabled.**

### **Safeguarding – PLEASE REFER TO ADDENDUM 2 ON THE WEBSITE**

As boys in school will continue working from the online timetable, the following still applies:

The safeguarding of both pupils and staff must be maintained. All the same policies, rules and guidelines remain in place and adherence to all statutory guidance is demanded. The virtual learning space, notably video-conferencing, creates a new set of challenges, however, for which there are specific guidelines.

For pupils in school:

- The visible background should be plain.
- School organised video-conferencing should only be used for lessons and staff communication and not for pupil-to-pupil communication. It should only take place from Monday to Friday between the hours of 08.45 and 15.00 (i.e. the school's normal teaching hours). These hours do not apply to the approved 1-1 sessions.
- Recording or screen-shots of staff/pupils/students during a virtual lesson is prohibited and may result in instant removal of access.
- Anyone who does not adhere strictly to these guidelines, may be removed from the onsite provision or online learning environment without warning.

For parents:

- If parents/carers wish to withdraw their child from teaching by video-conference and supervise their child's studies using resources uploaded to the Portal they must contact the Headmaster with a written notification to that effect.
- Under no circumstances are parents/carers permitted to use the online learning space as a platform to contact teachers. Any questions or concerns must be sent via email and the member of staff will respond within the 48-hour time frame as per school policy.

## Health and Safety

Parents and Staff are asked to refer to the detailed Risk Assessment to familiarise themselves, and their sons, with the applied amendments to the published Health & Safety Policy.

## E-Safety

Donhead will deal with E-Safety incidents in accordance with the procedures outlined in relevant policies on Anti-Bullying, Behaviour and Child Protection. Where identified, the school will inform parents of incidents of inappropriate e-safety behaviour that take place out of school.

## Notifications

Donhead will keep parents and staff advised of any changes to government advice that may affect the re-opening of the school as soon as it is made available.

## Onsite Guidelines

All staff and pupils must adhere/agree to the following, as is reasonably possible, at all times:

### **The overriding aim here is to reduce contact between different PODs and adhere as far as is possible to social distancing guidelines**

- Everyone must follow the clearly signed one-way system
- Boys must be dropped off at the mini bus car park at the allotted time
- Only one parent may escort a boy to school
- All boys will agree to have their temperature checked throughout the day.
- All boys on arrival will wash their hands and use hand sanitiser.
- No one may enter the areas marked 'no entry' without first seeking permission from the Headmaster.
- Boys will remain with their allocated 'POD' for the entire day and not mix with anyone from another 'POD'.
- All boys and staff will do their utmost to adhere to social distancing rules at all times
- Parents will not send boys into school if they are unwell or displaying any symptoms of COVID-19, regardless of how mild.
- Donhead reserves the right to send home any pupil who is unwell and displaying symptoms of COVID-19, regardless of how mild.
- Boys will be collected promptly at the allotted time.
- If boys wear face coverings, they must know how to dispose of them safely and will not receive any help to put them on or remove them.
- Any 'shielding' (clinically extremely vulnerable – those with a GOV. letter) adult or child should not attend school
- If a child or member of staff lives with someone who is shielding (clinically extremely vulnerable – those with a GOV. letter) then they are advised to be in school only if strict social distancing can be adhered to.
- Donhead will operate 'POD' sizes, the school will select these, of between 8-11 students – **it will be impossible to ensure student and parent preferences can be accommodated.**
- Boys and parents understand that the 'POD' will be supervised by either a teacher or a teaching assistant.
- **In classrooms, we will endeavour to ensure all desks are at least 1.5m apart – parents accept that our rooms do not permit for a guarantee of 2m between workstations**
- Movement around the school will be limited, including for toilet breaks.

- Year groups will have the same break and lunchtimes, but will not be allowed to mix with another 'POD' within that year group.
- Parents will not enter the school site for any reason whatsoever and are reminded to not gather in groups outside the school for any reason.
- Parents will line up on arrival and adhere to social distancing whilst waiting for their son to be admitted to the school site.
- No boys will take home any material from school.
- Parents are advised to walk or drive to school – only 1 adult may accompany a boy to school
- Donhead cannot open the bike rack due to the size and the social distancing impact – **we will keep this under review**
- Guidance suggests that boys will remain with the same adult for the whole day. Donhead informs parents that this is not possible or feasible and each 'POD' will have at least 2 adults that supervise them to allow for breaks.
- In all rooms where children are present, doors and windows should be open to allow for good ventilation.
- All outdoor play equipment will be out of bounds due to cross contamination concerns.
- Lunch and snacks will be provided
- We will be promoting good respiratory hygiene by enforcing the 'catch it, bin it, kill it' approach.

**Donhead reserves the right to close the school immediately if a suspected COVID-19 infection is discovered**

#### Related Policies, Documents & Government Guidance

- Safeguarding Policy
- Remote Learning Policy
- Anti-Bullying Policy
- Behaviour & Sanctions Policy
- Health & Safety Policy
- ICT Acceptable Use Policy - Pupils
- SEND Policy
- COVID19 School Safeguarding Policy Addendum

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

[Safe working in education, childcare, and children's social care settings](#)

[Opening schools and educational settings to more pupils from 1 June 2020: guidance for parents and carers](#)

[Opening schools for more children and young people: initial planning framework for schools in England](#)