



LANGLEY

PRE-PREP PREP SENIOR SIXTH FORM



Parent Information



# Langley Senior School Safe Return to School

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# Introduction

All staff at the School are eager for the return of pupils/students to the School sites on Monday 7th September. Our support teams are working tirelessly to ensure that we meet or exceed the government guidance that has been issued to ensure that we are prepared for a safe return to School. These preparations will continue with the grouping of our community in ‘bubbles’.

The following information has been prepared to keep you well informed about the provisions that have been made and actions that we are taking.

## Touch Safe Protection

We are committed to ensuring our sites are as safe as possible. We have commissioned a contract for both sites and our minibus fleet, to be target sprayed with an anti-microbial protective screen via an electrostatic spraying system. This is a scientifically proven organic solution which will provide us with additional wrap around touch point protection throughout the winter period, against COVID-19 and other viruses in addition to the enhanced routine COVID-19 cleaning and sanitisation procedures we have in place.

# School Day

Timings	Period
8:30am	Arrive
8:40am	Tutor
8:45am	Lesson 1
9:35am	Transition
9:45am	Lesson 2
10:35am	Break
11:05am	Lesson 3
*11:55am	Assembly/ Reflection time or Lunch
1:40pm	Lesson 4
2:30pm	Transition
2:40pm	Lesson 5
3:30pm	Break
3:55pm	Activities
4:25-4:40pm	End of the day

\*Please see lunch timings later in this document

# End of the Day

Activities Departure	Year Group
4:25pm	6 and 7
4:30pm	8 and 9
4:35pm	10 and 11
4:40pm	Sixth form

# Parent Access

For the safety of our community parents will not be allowed within the school buildings upon drop off and pick up.  
The school receptions will be open, but access will be restricted to socially distanced numbers, so your patience would be appreciated if having to wait for assistance.  
Where possible, we would ask you to direct any day-to-day communication with the school via e mail or telephone to the school office.

# Uniform

School uniform should be worn at all times however, should your child have Games/PE or CCF on a particular day pupils should come in to school wearing their PE or CCF kit and stay in this all day. Uniform must be washed as regularly as possible. Blazers and coats should be aired at home in the evenings.

# Equipment

Sharing of resources should be avoided wherever possible. Basic equipment as follows should be provided for pupils to bring in to school:

Senior School
Pens (black, blue and green)
Sharpener
Protractor & ruler
Pencils
Pritt stick
Scientific calculator
Scissors
Notebook
Academic year diary
Reading book

Could we please ask that you ensure that all equipment is named. This must include water bottles which all pupils/students should bring in to school daily.

# Transport

It is our intention to reinstate school transport. We are committed to ensuring our buses are as safe as possible. We have commissioned a contract for our minibus fleet to be target sprayed with an anti-microbial protective screen via an electrostatic spraying system as detailed on page 3.

We are in the process of installing screens within our minibus fleet for the protection of our staff and pupils. **Face coverings must be worn** whilst on school transport by all staff/pupils/students over the age of 11, unless an exemption notification has been provided. Again, a mask and a plastic bag should be supplied, and appropriate directions given. Pupils/students will be asked to use sanitiser on embark and disembark of vehicles.

# Catering

Lunches will be scheduled as follows and will be served in the main dining hall and the Sixth Form Café.

Day	1st Sitting 12.00 – 12.20pm	2nd Sitting 12.20 – 12.40pm	3rd Sitting 12.45 – 1.05pm	4th Sitting 1.10 – 1.20pm
Monday	Year 6 & 7	Year 8 & 9	Year 10 & 11	Sixth Form
Tuesday	Year 6 & 7	Year 8 & 9	Year 10 & 11	Sixth Form
Wednesday	Year 6 & 7	Year 8 & 9	Year 10 & 11	Sixth Form
Thursday	Year 6 & 7	Year 8 & 9	Year 10 & 11	Sixth Form
Friday	Year 6 & 7	Year 8 & 9	Year 10 & 11	Sixth Form

Those pupils who are not using school catering at the Senior School should continue to bring a packed lunch. Designated areas within year group bubbles will be signposted to our pupils/students.

The Snack Shack will not be able to open as social distancing cannot be observed whilst pupils queue for food outside of 'bubbles' in a short period of time. We therefore recommend that pupils bring snacks into school for morning break and pre-activities

All pupils should have named water bottles which need to be taken home and washed each day. Minimum touch water refill points are allocated to each year group bubble and are indicated on the attached map.

# Classrooms and Teaching

Classrooms will be set out with forward facing desks in consistent groups with social distancing adhered to wherever possible. Pupils/students will be kept in the same teaching areas wherever possible.

## Marking

Marking of pupil/student work will only be undertaken online and not in pupil/student exercise books.

## Boarding Structure

Boarding will resume as normal and will be grouped as a 'household' bubble out of school hours.

## Activities

Our activities programmes will run throughout the term. The government have made it clear that extra-curricular activities and wrap around care is an important part of school life, and that bubbles may adjust to ensure this is delivered. We will continue to maintain small grouping when delivering activities in line with government guidance, with the emphasis on hygiene procedures and social distancing where possible.

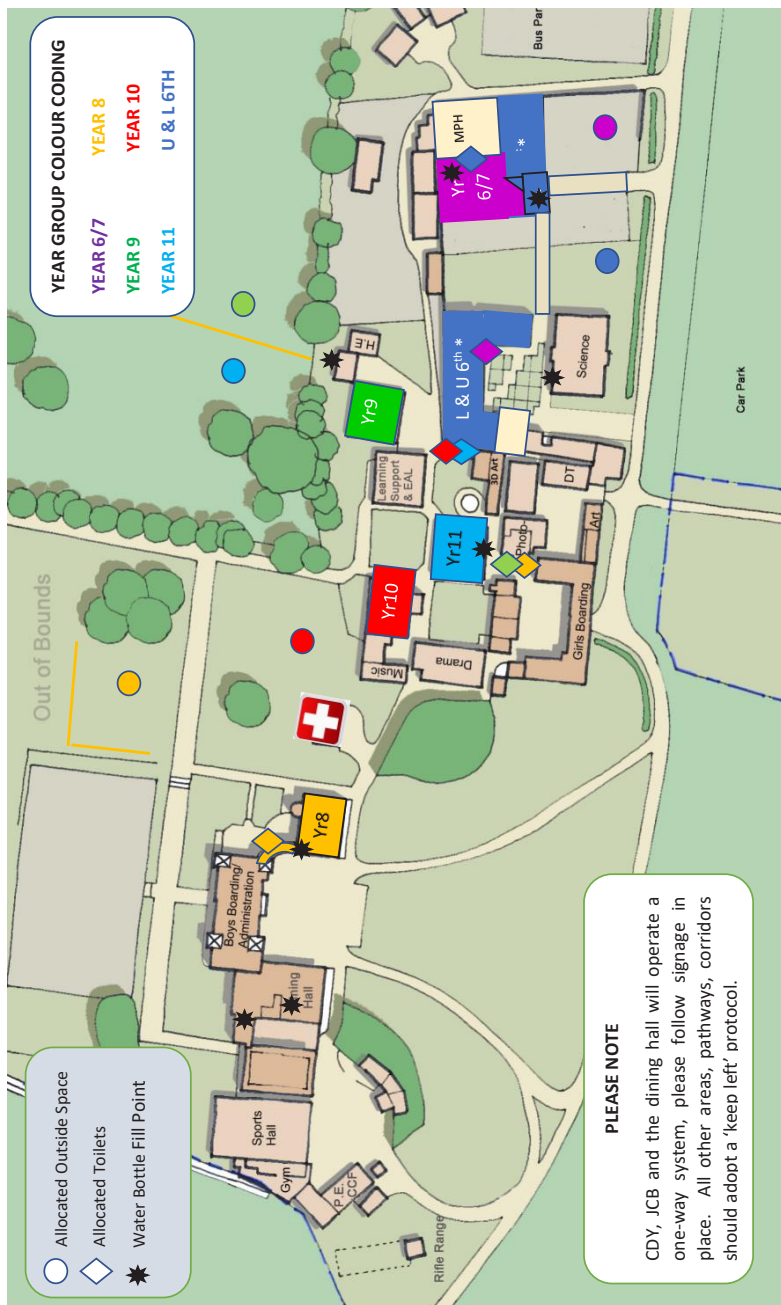
## Year Group 'Bubbles'

Senior School year group bubbles will be in place with limited interaction with other bubbles for practical subjects. Groups are in place to limit the number individuals they are in contact with to aid the possibility of a spread of the virus and to ensure any test and trace cases will have a limited impact upon site learning.

This map shows the location of teaching areas/bubbles and includes designated outside areas and toilet facilities.



## LANGLEY SENIOR SCHOOL - YEAR GROUPINGS





# Face Coverings

Face coverings are not currently advised to be worn in school, according to government guidelines, and we do not plan to encourage use of these but we will not refuse anyone who wishes to wear one; be that staff or pupils/students. If worn masks **must** be sealed in a plastic bag when not in use and guidance of using and removing should be strictly followed. If your child wishes to wear a face covering please ensure they have watched this link and have a plastic bag to store their covering in when not in use.

[Wearing, Maintaining and Disposing of a Face Covering](#)

# Social Distancing – Common Areas

Signage will be in place where one-way systems are required. At all other times pupils and staff are asked to adhere to a **‘keep left’** protocol when moving around the sites.

# Assemblies

There will be an assembly area set up at both sites which will be no larger than the largest grouping size. Only one group will be permitted to attend an assembly at one time. This will be strictly reviewed alongside government guidance.

# Music

One to one music lessons can take place where a child has their own instrument. All visiting music tutors will be provided with shield protection and lessons will take place in well ventilated rooms.

Group wind practice and singing will not be able to take place. Drama will be restricted to non-contact performances.

## Sports

All activities will be in line with current government guidance, sports equipment used will be sanitised between group use. As and when guidance is updated we will react accordingly.

At present, during the Michaelmas term we intend to offer a mixture of non-contact sports which will include hockey (for girls), athletics, tennis and cricket and rugby skills and focus on developing pupils individual fitness. Further details will be available in due course from our Director of Sport.

## Trips and Visits

There will be no overnight trips in line with government guidance. Day trips will be risk assessed on an individual basis and will only take place if guidance can be met.

## Pastoral & Wellbeing

All staff will be on hand to support pupils coming back to school and we will be there to assist the pupils who may be a little more reticent. The first day of term will be focused on induction, to reintegrate pupils back to on-site learning. During the first part of the term pupils will have dedicated time to talk to their tutor about their Covid experiences, so that we as a school can address any concerns or anxieties that they may have. This will allow us to ensure that the pupils get all the support they need to feel safe in coming back to school.

We have a dedicated Time to Talk service, run by volunteers who are all Mental Health First Aiders. This is a safe space where pupils and students can voice any worries and we have a dedicated team of listeners ready to support them.

## Behaviour Expectations

If a child's behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their bubbles or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people then staff will deal with the pupil using our Behaviour Policy.

# Hygiene Routines

Sanitiser units are now available throughout the sites with pump dispensers available in every room. Sanitiser is to be used to supplement usual hand washing procedures. Handwashing with soap and water will continue to be encouraged as the main hand cleansing routine, upon arrival to school and before and after eating. NHS Catch it, bin it, kill it will be in place, tissues will be provided throughout site and bins available for disposal.

# Test and Trace, Quarantine Procedures

Testing will be available for all staff, children and their families in line with government guidance. Langley School will follow the authorised schools' procedures for test and trace should the need arise. Quarantine facilities are available at both sites within our medical care units.

# General Health

Temperatures will not be taken as routine, but may be taken if a high temperature is suspected, this will be taken using a handheld remote thermometer. Pupils/students should not arrive at school if either they or a member of their household has COVID-19 symptoms (high temperature, a new continuous cough, a loss or change to sense of smell or taste) if in doubt please contact NHS 111 to check symptoms.

# Reporting Absence

General absences from school should be reported/requested using our normal procedures. If symptoms of COVID-19 are apparent/suspected could you please ensure you contact **coronaupdate@langleyschool.co.uk** immediately. The School will then take the appropriate action and contact the local Health Authority to obtain further guidance. We are prepared to quarantine bubbles at very short notice.

# Policies

This information is a reduced version of the schools COVID-19 policy. Should you wish to review the document in full a copy is available on the School's COVID-19 page.

Updates have been made to many of our School policies (Safeguarding, Behaviour, Attendance, First Aid, Medicines to name but a few). Should you wish to see updated versions of these they are available via the policies page on our school website.

Updates will be made to the above information regularly as the COVID situation evolves. We will regularly update information as it become available and post on our COVID web page.

# Lessons

The classrooms will be set up to allow as much social distancing as possible. If a pupil or teacher is absent due to Covid-19 appropriate academic support will be put in place to ensure continuity and progress. Our academic aspirations remain high and we will continue to support pupils both in and out of school.

# FAQs

## **What measures have been taken to protect the children from COVID-19 whilst in school?**

### *Our priorities are to:*

- reduce the risk associated with the spread of COVID and act quickly should anyone show any symptoms
- wash hands frequently and follow good hygiene practices
- deep clean school settings regularly to include touch point fogging in addition to regular cleaning and sanitising procedures
- minimise contact and mixing

## **Will start finish times alter?**

Start and finish times will not be staggered, but all entrances and exits will be utilised to avoid congestion as children arrive and leave school.

## **Will lunches be provided?**

A choice of lunch will be available, whilst there will be no self-service, our Chefs will provide a good, balanced selection of food.

We would emphasise the important of children bringing their own, names water bottle to school, to eliminate sharing. Pupils will be expected to take their water bottles to lunch.

Water bottle fill up points have been increased across both school sites.

## **Will temperatures be taken upon arrival?**

Temperatures will not be taken unless we have reason to believe a child may be experiencing an elevated temperature, in which case, our medical staff will take the child's temperature using a handheld, remote thermometer for guidance purposes. Isolation procedure will be actioned if COVID-19 symptoms are suspected.

## **My child is feeling off colour can they cannot attend school?**

We stress the importance of NOT attending school if any COVID-19 symptoms are present.

Please assess your child health daily and do not attend the setting if your child, or a member of your immediate family is experiencing symptoms of coronavirus.

# FAQs

## Main symptoms

The main symptoms of coronavirus are:

- **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

Most people with coronavirus have at least 1 of these symptoms.

## Are group bubbles in place?

Yes, each pupil is assigned to a segregated year group. Each group is set out into class groups, has its own learning space, access to its own set of toilets where possible, and its own designated outdoor space for break and lunch time. The emphasis on maintaining groups is to limit the number of people having contact during the day.

## What will a class look like?

Social distancing will be in place where possible, when social distancing cannot be met, desks will be front facing side by side to limit contact.

Non-essential items have been removed and there is no sharing of any personal equipment. Teachers use a checklist at the start of lessons to remind pupils of Social distancing and hygiene rules.

## Are hygiene rules considered sufficient to protect staff and pupils; is personal protective equipment (e.g. masks) available if required?

Pupils are supervised by staff throughout the day to ensure handwashing/ sanitising and other hygiene rules are reinforced. Hand sanitiser stations are installed in all classrooms and throughout the school sites.

Supplies of hygiene materials are regularly restocked.

Face covering/shields will only be supplied to staff members having been risk assessed as requiring one and for those pupils on school minibuses over the age of 11, where they have forgotten to bring their own. The government is clear on its stance that face masks are

# FAQs

not required in schools, however, should a member of the Langley community feel more comfortable wearing a face covering, they may do so, but strict guidance on the maintenance, cleaning and disposal of masks must be followed as stated on the schools COVID-19 Policy.

## **Is my child required to wear uniform? does clothing require any special cleaning?**

All Langley pupils will be expected to wear school uniform, with the exception of senior school pupils on the days they have games, in which they may arrive in their games kit.

Our uniform supplier confirms that there are no special cleaning requirements required, usual personal laundering and hygiene regimes should be followed.

## **Are all rooms used deep cleaned at the end of each day?**

All areas are thoroughly cleaned overnight, boarding houses are thoroughly cleaned during the day. Touch point areas are cleaned daily with sanitising product (switches, door handles, targeted hard surfaces, etc) in addition to specific targeted touch area fogging at regular intervals to provide a wrap around, touch point protection.

## **If someone in my child's class displays symptoms of COVID-19, what is the procedure?**

Any pupil displaying symptoms will be escorted to the isolation room, temperature taken with non-contact thermometer and parents phoned to collect their child and arrange a test.

Public Health England reporting procedures will be followed and the school will follow advise as coordinated by PHE

The affected rooms or areas in the school will be closed and deep cleaned for reassurance.

## **Will the teachers be mixing with other staff members from other 'groups'?**

Staff will have access to communal areas as necessary to their duties and are regularly reminded to respect social distancing when in any communal area on site. All communal areas are deep cleaned daily.



## FAQs

### **Once my child has been placed in a designated bubble, is that the group for the rest of the term?**

The groups are made up of pupils in the same form, with the intention to minimise the risk of virus transfer by mixing with others. If for any valid reason a change is required, this will be arranged whilst maintaining safety standards. Bubble groups may integrate for specific timetabling and wrap around care, this will be carried out alongside government guidance and tracked for test and trace purposes.

### **Does my child need to wear a face covering on returning to school?**

Face coverings are not recommended for use in schools unless risk assessed as requiring one. Children over the age of 11 must wear a face covering if travelling on school transport, unless they have advised and exemption to the school. We will not refuse the use of face coverings within the school setting, but strict hygiene protocol must be applied and where re-useable face coverings are used, they must be stored in a plastic bag when not in use, provided by the parent.

### **Who can my child turn to if they become anxious during the day?**

There is an opportunity for pupils to check in with a tutor on a regular basis. This would be the first point of contact if they became anxious. Heads of Year will also be available throughout the day, should the pupil need to speak to them.

We have dedicated team of Mental Health First Aiders who volunteer in our superb Time to Talk service. Should pupils want to talk to someone they just need to visit the Medical Centre where Mrs Lambert will ensure they get the support they need.

Finally, there is a counsellor in place who can be accessed, and sessions arranged to deal with issues raised. Appointments are made through Mrs Lambert in the Medical Centre.