

# READING SCHOOL RE-OPENING SEPTEMBER 2020

Detailed Summary for  
Pupils and Parents

Mr AM Robson, Headmaster

## Contents

Introduction .....	2
Contingency Planning .....	2
Personal hygiene and coronavirus transmission in schools .....	2
Behaviour .....	4
Attendance, transport and arrival at school .....	4
Equipment and interaction in the classroom.....	5
Curriculum Adjustments .....	5
Asynchronous Afternoons .....	7
Movement between lessons .....	8

## Introduction

The following points are offered as a detailed list of considerations explored by the School to facilitate the safest possible reintegration process in September. Parents and staff should be aware that this plan will require some adjustment in August once further government guidance is produced, and once local statistics and factors are considered.

Adjustments and additional information will be communicated to parents **on Friday August 21<sup>st</sup>**. There will be no additional communication between July 10<sup>th</sup> and then.

## Contingency Planning

All of the details below should be understood as 'Plan A', though staff, students and parents should be aware that we are working on three distinct possibilities for September:

A: Full return without any restrictions

B: Students in fulltime provision, but with restrictions to number on site and increased remote learning

C: Full local or regional closure.

- A contingency planning for the possibility of local lockdown includes the immediate provision of high-quality online and offline resources and teaching videos, and include the use of online tools that allow interaction, assessment and feedback.
- Our current planning is for all students to return to school on Monday September 7<sup>th</sup>, with Year 7,12 and 13 on site and Year 8-11 undertaking academic preview activities.
- If necessary, the School will separate Years 7, 12 and 13 to be on site in Week A and Years 8-11 to be on site in Week B. If necessary, classes can be taught in groups of 15.
- Contingency planning is predicated upon our commitment to make steps towards 'normality' as safe as possible for our staff our pupils, and our families.

## Personal hygiene and coronavirus transmission in schools

Preventing the spread of Coronavirus within the school community involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).

- A range of approaches and actions will be employed to reduce the risk of infection, mindful of current Government guidance.
- The overarching principle of the plan is to reduce the number of contacts between students by trying to structure, where possible, year group "bubbles" which maintain social distancing.
- Shielding advice for adults and children will pause on the 1<sup>st</sup> August subject to a continued decline in Coronavirus transmission rates. Students and staff who will remain on the patient list, can return to School as can those who have family members they are shielding.

- Members of staff unable to attend because of specific clinical or public health advice, where possible, will be enabled to work remotely or in a role where it is possible to maintain social distancing. We are fully aware of our legal duty to protect our staff and others from harm and are currently assessing health and safety risks and also considering how to meet our equalities duties. As part of our emphasis on staff welfare and wellbeing, staff are reminded of the Government advice of requiring people returning from some countries to quarantine for 14 days on their return. Staff are asked to be mindful of this and also the risk that where staff travel abroad, travel arrangements can be disrupted, for example, reinstatement of lockdown measures in the places they are visiting.
- Where possible, staff should keep distance from students and other staff (ideally 2 metres from other adults). They should minimise close face-to-face contact and the time spent within one metre of anyone. Staff are permitted, but not obliged, to wear face masks. Students are permitted, but not obliged to wear face masks. Current guidance states, "Wearing a face covering or face mask in schools or other education settings is not recommended... The majority of staff in education settings will not require PPE [personal protective equipment] beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others."
- Students to be encouraged to keep their distance and avoid physical contact within their group and keep social distanced from students in other Year Groups. This is a fundamental aspect of plans to reduce transmission risk. Students are expected to adhere to this principal at all time on the school site and on their journeys to school.
- Students are expected to utilise the sanitiser stations upon entering the School site.
- Students and staff to be encouraged to maintain good hygiene by:
  - sanitising their hands on arrival, and regularly the day, before and after eating, and after sneezing or coughing.
  - having their own supply of hand sanitiser to augment that available in dispensers and classrooms around the School. If washing their hands with soap and water they should do so for 20 seconds and dry thoroughly.
  - accessing the toilet facilities only to use the lavatory (because in these spaces social distancing and non-mixing of groups is difficult to maintain).
  - using a tissue or elbow to cough or sneeze into and use bins for tissue waste (*'catch it, bin it, kill it'*).
  - not touching their mouth, eyes and nose.
- Full School Uniform and normal Staff Dress Code will apply. Uniform does not need to be cleaned more often than usual. On days when students have Physical Education they should attend school in their Reading School PE kit, and not come in in their uniform.
- Students must regularly wash hands and will be reminded to do so at the end of each lesson or break.
- Students should sit side-by-side and face forwards in class wherever possible
- Estates staff will clean and empty bins throughout the day.
- The number of people in the School Reception will be limited to allow for social distancing.
- Visitors are to be deterred. Those visiting will be given specific guidance on the measures in place to reduce the risk and be escorted at all times if on-site.

- If a student becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow government guidance. Staff should send any student who is presenting symptoms to the Medical Centre. If a student is awaiting collection, they will be moved to a room where they can be isolated behind a closed door and a window/door will be opened for ventilation. If they need to use the toilet facilities while waiting to be collected, this will be cleaned and disinfected before being used by anyone else. In an emergency, an ambulance will be called if the student becomes seriously ill.
- Where a student or member of staff tests positive, those they have had contact with will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the student or member of staff they live with in that group subsequently develops symptoms. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. Where the student or member of staff tests negative, they can return to School and fellow household members can end their self-isolation.

## Behaviour

- Potential changes or addendums to the Management of Student Behaviour Policy will be considered in order to enable the effective implementation of the guidance if necessary. This may include Home-School Agreement in relation to both Boarding and the Day School where appropriate.

## Attendance, transport and arrival at school

- Attendance for students is compulsory. Those students unable to attend as they are complying with specific clinical or public health advice will be expected to provide evidence of this reason for absence in advance, and will be supported with high quality, remote learning.
- Anxiety regarding attendance as a consequence of the Coronavirus pandemic is not regarded by the government as sufficient grounds, in itself, for non-attendance.
- Students to be encouraged to walk or cycle to school if possible and, if not, to use private cars instead of coaches, buses or other public transport. The approach for those operating dedicated school transport will align as far as possible with the principles underpinning the system of controls for schools. Students who use public transport must follow the latest government guidance for passengers. They must not congregate on or off the School site. No parental vehicles may enter the school site except for medical emergencies or for dropping and collecting boarding students.
- The School has three separate entrances: The Main Gate, The Craven Road Exit and the Addington Road Gate. Each will be open, and if each gate is used proportionately maximum social distancing will be achieved. If this does not happen naturally according to the direction of travel by which students come to the School, different year groups may be instructed to use only one or other gate. Parents and students will be informed if this is the case.
- Staggered arrival times for students have been established as follows:

Years 7, 8 & 9:	08:20 (first lesson 08:25)
Year 10 & 11:	08:50 (first lesson 08:55)
Year 12 & 13:	09:25 (first lesson 09:30)

- Morning registration will take place at the beginning of Lesson 1 for Years 7-9, Lesson 2 for Years 10-11 and Lesson 3 for Years 12 & 13.
- Once dismissed, students must leave the School site without delay and not congregate on or off site.

## Equipment and interaction in the classroom

- Students should bring in no more than essential items from home. For individual and frequently used equipment, such as pencils and pens, students should have their own supply and not share with others.
- Students may use the new lockers located around the school site, but should not expect to go their locker apart from at the beginning or end of the school day.
- Classroom based resources, such as books, can be used and shared within a group but should be cleaned regularly. Resources that are shared between groups, such as Sports, Arts and Science equipment, should be cleaned between groups or rotated to allow them to be left unused for a period of 48 hours (or 72 hours for plastics).
- School computers and keyboards must be cleaned with the wipes provided before use. Computers must be turned off after use and cleaned with wipes along with the keyboard.
- Students must keep all of their belongings with them. Belongings must be taken home at the end of each day, where they should be wiped down.
- All students in Year 10-13 may bring their own computer or tablet for study purposes. Charging on site is not possible. Students should undertake a full charge at home each evening and are welcome to bring a spare battery on site.
- Teachers should stay at the front of the class and students should sit side-by-side and face forwards in class wherever possible. Hand sanitiser, tissues and wipes for cleaning desks will be available in each classroom. Classrooms should be ventilated by opening windows where possible.

## Curriculum Adjustments

- At the start of September there will be no assemblies or chapels.
- The Year 7 & 8 curriculum has been adjusted to increase Drama, PE and PSHE, facilitating maximum interaction and reflection, socialisation and the recovery of personal health.
- The curriculum for Years 9,10,11 has been adjusted to increase Science, Maths and English lessons. For Year 11 students Religious Studies short course GCSE and AS Philosophy will be an optional activity undertaken outside of lesson time.
- The formal curriculum for Years 12 & 13 has not changed.
- The nature of assessments for Year 11 and 13 students is currently under discussion in the national media with a range of possibilities being mentioned. This includes the suggestion from the Secretary of State for Education that examinations may be pushed back a month, allusions to adjustment in practical content and claims that 5000 head teachers have requested reduced or open-book examinations. Reading School will keep parents of students in these year groups informed of any

definitive developments. We do note that the Secretary of State, in his letter to Ofqual, explained that he is not minded to specify changes to DfE content which forms the foundation for GCSE, AS and A Level qualifications. However, he has asked Ofqual to explore use of content sampling in question papers and also increasing the use of optional questions. This is not to be used in GCSE English Language, English Literature, Maths and the Sciences. Nor, according to Ofqual it is possible in GCSE History, Ancient History and Geography.

- For all students lesson will be 35 minutes. The normal fortnightly cycle of timetabled lessons will remain. However staggered breaks mean that all students will have a fixed school day of eight 35 minute sessions and must arrive five minutes in advance of their first lesson.

	08:25	09:00	09:35	10:10	10:45	11:20	11:55	12:30
Period:	1	2	3	4	5	6	7	8
11		1	2	3	break	4	5	6
10		1	2	3	4	break	5	6
9	1	2	break	3	4	5	break	6
8	1	2	3	break	4	5	6	break
12			1	2	3	4	5	6
13			1	2	3	4	5	6
7	1	2	break	3	4	break	5	6

- Breaks will be staggered as illustrated above, and taken in designated outdoor zones. No students are to leave the School site.
- The Refectory to be split into two zones to accommodate successive waves of Year Groups. “Grab and go” service to be offered alongside the usual menu. Packed lunches and “Grab-and-go” items to be eaten in designated outdoor zones (All packed lunch rubbish must be taken home).
- We are committed to supporting students whose families are experiencing hardship through our Reading School promise and hope any families facing challenges because of adjustments to the curriculum or ongoing circumstances will communicate with the Headmaster.
- Curriculum planning will be supported through the use of assessment to identify knowledge gaps and accurately inform teachers about the deficiencies in understand that may have accumulated through the sustained absence of face to face teaching. Year 11,12 and 13 students are being informed of the schedule for these ‘Collections’ assessments. The primary purpose of these assessments is to establish a baseline and ensure teachers can tailor their delivery. For most year groups whole class/cohort feedback will be given rather than individual marks. Year 11 and 13 students should be aware that these collections will have an impact on predicted grades, and Year 12 students have already been informed that these collections are an important aspect of considerations regarding subject suitability.
  - For Year 12 students, assessment will take place every afternoon in the week commencing Monday September 7<sup>th</sup>.
  - For Year 13 students, assessment will take place every afternoon in the week commencing Monday September 14<sup>th</sup>.
  - For Year 11 students, assessment will take place every afternoon over two weeks, commencing Monday September 28<sup>th</sup>.
  - For Year 7-10 students, many assessments will be undertaken in the week commencing Monday September 21<sup>st</sup>. Some will be in afternoons, some in lessons and some will be able to be completed remotely.

## Asynchronous Afternoons

- A fundamental component of Reading School's recovery planning is the use of Asynchronous Afternoons. The benefits of Asynchronous Afternoons are as follows:
  - Flexible opportunities for extra support for students who have struggled with learning during lockdown
  - Increased time for the student support team to deliver care for the emotional and mental health of students
  - Extra time for subject specific Year 11,12 and 13 discussion groups and activities
  - Capacity for co-curricular clubs and societies which are crucial for well-being and may be run without students staying unnecessarily late into the evening
  - Opportunity to continue delivery the best remote activities that have developed during 2020
  - Unambiguously staggered exit times, with students leaving between 13:05 and 15:25
  - Enhanced time for cleaning of the classroom environment
  - Increased flexibility in the adjustment of group activities if public health circumstances demand it.
  - It enables the safe use of outdoor space to support the delivery of the curriculum.
- Contact sports cannot take place at this stage, but games options (at Floreat lessons) will ensure every student remains as physically active as possible. Singing, wind and brass playing will not take place in large groups such as choirs, ensembles or assemblies.
- Overnight and overseas educational visits continue to be prohibited but domestic educational day trips will resume where logistically possible, including taking students on local walks when appropriate.
- All students will have tutor time at 13:05.
- Two asynchronous timetabled afternoon sessions will run from 13:30-14:30 and from 14:30-15:25. Some of these will be compulsory (such as Year 11 and 13 revision activities) and Year 7-11 games, and some will be optional. Some will be delivered remotely and some on site. During September students will be asked to sign up for their preferred choices, and the full programme will begin in the weeks commencing 5<sup>th</sup> and 12<sup>th</sup> October.
- The School site will undergo a deep-clean on Friday afternoons and no classroom based asynchronous activities will take place on this day.
- It is anticipated that approximately 50% of the school population may be on the site each afternoon, with the remainder of the community leaving site from 13:30, staggering exit times and facilitating remote learning.

## Movement between lessons

- No bells to signal lesson changeover. Students must go straight to their timetabled room and enter without lining up.
- It is possible that the school will be obliged to zone teaching space by year group. This is disadvantageous for specialist subjects (such as sciences and expressive arts), and will only be adopted if this becomes necessary. It will reduce student movement, but has other disadvantages.
- A one-way system may operate in some parts of the school. At no point should students disregard the one-way system in place (even when moving to and from toilets).
- Signage and floor markings will highlight requirements.
- Non-fire/security doors will be propped open to limit use of door handles and aid ventilation. (Brief, transitory contact with other groups is considered low risk by Public Health England but busy corridors, entrances and exits should be avoided where possible).

## Risk Management

- In line with the latest government guidance published on 2nd July 2020, Reading School are now working towards a 5 point process for the full opening of the school, and boarding provision in September. The 5-point below has been endorsed by Public Health England (PHE).
- The 5-point process aims to ensure:
  - That current risk assessment processes in place from Phase 3 are continually updated;
  - That to pupils and parents receive the best possible guidance;
  - That our staff are supported and guided;
  - That our planning ensure rapid response to any potential outbreaks and enables revision of risk assessments where identified.
- Reading School are working with the Reading School Parents' Association, the Reading School Boarding Parents' Association working group, local schools, international partners and with Union representatives to ensure a wide range of views are taken in to account with regards to our plans for reopening. We continue to be mindful of queries raised by staff and parents, and grateful for these.

## **Point 1 - Public health advice to minimise coronavirus (COVID-19) risks**

- Risk assessment  
First and foremost, Reading School have, and will continue to risk assess all activities with a focus on reducing risks to the lowest reasonably practicable level by taking preventative measures. Our Health and Safety Consultant has been supporting our Reintegration Team to better understand what impact this latest guidance will have.
- System of controls  
Having assessed risk, we will then follow the Governments 9-point **system of control**, adopting measures in a way that address the risk identified in our assessment, work for our school, and allow us to deliver a broad and balanced curriculum for all pupils, including full educational and care support for those pupils who have SEND. The Government have been clear that If schools follow this guidance we will effectively reduce risks, and create an inherently safer environment.

- **Prevention:**  
 Minimise contact with individuals who are unwell, or who have someone in their household who does, do not attend school.  
 Clean hands thoroughly more often than usual  
 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.  
 Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.  
 Minimise contact between individuals and maintain social distancing wherever possible.  
 Where necessary, wear appropriate personal protective equipment (PPE).
- **Response to any infection**  
 Engage with the NHS Test and Trace process.  
 Manage confirmed cases of coronavirus (COVID-19) amongst the school community.  
 Contain any outbreak by following local health protection team advice.

## **Point 2 – School Operations**

Areas of consideration for the reopening, and where we will once more following the latest guidance include:

- School transport and wider public transport use.
- Attendance expectations including those who are shielding or self-isolating.
- School workforce.
- Safeguarding.
- Catering.
- School uniform.
- Educational visits.
- Extra-curricular provisions.

In addition, for Boarding provision include areas such as:

- Accommodation.
- Ablutions.
- Laundry.
- Common rooms.

Separate Risk Assessments for specialist subjects, the LRC and extra-curricular activities (will be completed by 21<sup>st</sup> August 2020)

## **Point 3 – Curriculum, behaviour and pastoral support**

- The details outlined above are the response of the Reintegration Team following comprehensive review of options available for the autumn term, and how this can fit with the latest guidance.

## **Point 4 – Assessment and accountability**

- Although Ofsted inspections are suspended for the autumn term, we will continue to work to the high standards that resulted in the school receiving Outstanding in February of this year, and work with the Government in assessing the impact of COVID-19 on this cohort of pupils.

## **Point 5 – Contingency planning for outbreaks**

- As outlined above, if there is a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. At present the Government have not provided information on this process and we shall therefore update students, staff and parents in due course.