



## Lingfield College – Spring Term 2021 School Reopening Plans

### Contents

- 1. System of controls**
- 2. Student groupings**
- 3. Plans for the school day**
  - a. Transport
    - i. Bus
    - ii. Train
  - b. Arrival
  - c. Breakfast
  - d. Lunch
  - e. End of the day
  - f. After school provision
- 4. Academic**
  - a. Lessons & rooming
  - b. Movement between lessons
  - c. Exams
- 5. Pastoral**
  - a. Emotional well-being
  - b. SEND students
  - c. Attendance
    - i. Students with symptoms
    - ii. Students who have close contacts with symptoms
    - iii. Students in quarantine
    - iv. Students who are clinically extremely vulnerable
    - v. Local lockdown
    - vi. Remote education
  - d. Uniform
  - e. Lockers
  - f. Behaviour
- 6. Co-curricular**
  - a. Clubs
  - b. Sport
  - c. Music and Drama
  - d. Trips
- 7. Events**
  - a. Assemblies
  - b. Parents' evenings
  - c. Prize-giving
  - d. Proms
- 8. Coronavirus safety and prevention**



## **I. System of controls:**

Government guidelines set out the following system of controls, which are the set of actions schools must take to help limit the spread of coronavirus. These controls form the basis for planning all aspects of school life, from transport to lunch, lessons and sport. We have put this section first, as it is much easier to understand the reasoning behind our logistical planning once you are aware of the standards we are expected to maintain.

### **Prevention:**

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. ensure face coverings are used in recommended circumstances
3. ensure everyone is advised to clean their hands thoroughly and more often than usual
4. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
6. keep occupied spaces well ventilated
7. consider how to minimise contact between individuals and maintain social distancing wherever possible
8. where necessary, wear appropriate personal protective equipment (PPE)
9. promote and engage in asymptomatic testing

Numbers 1 to 7 must be in place in all schools, all the time.

Numbers 8 and 9 apply in specific circumstances.

### **Response to any infection:**

10. promote and engage with the NHS Test and Trace process
11. manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
12. contain any outbreak by following local health protection team advice

Numbers 10-12 must be followed in every case where they are relevant.

## **2. Student groupings:**

To minimise contact between individuals across the site we will continue to use our year group 'bubbles' model, with each year group assigned to a specific zone for most lessons and breaks. They will only move out of their zone for specialist subjects that require particular equipment or room types. These rooms will be cleaned during lesson changeover times and students will hand sanitise before they re-enter their zone.

When moving between specialist lessons and year group zones, mixing between year groups will be minimised by having designated routes for students to follow. Teachers will monitor congestion in corridors and only let a class leave a classroom when it is safe to do so.

As the weather improves, we will encourage students to spend break times outside in their designated outdoor areas where there is an ample supply of new picnic benches to use.



Where possible within classrooms, desks will be arranged in traditional rows, with maximum spacing to promote social distancing and reduce face to face contact.

Although Year 12 and 13 students will mostly be kept separate, their bubbles will overlap at times for some sport, clubs and other events. After the Easter break, we will review our plans to decide if these year groups should be permitted to mix further or if they should remain more stringently separated.

### **3. Plans for the school day:**

#### **Transport**

If possible, students are encouraged to walk or cycle to school. However, we acknowledge that for most families this is not practical.

#### **Bus**

School buses will run as normal from Tuesday, 9<sup>th</sup> March. All transport measures introduced during the autumn term still stand, namely hand sanitising before boarding the bus and as they leave the bus, and the wearing of face coverings for the entire journey.

Each bus will have a seating plan which must be strictly adhered to. This will be kept at the front of the bus and is designed to keep the students in their bubble groups as much as possible.

#### **Train**

Students travelling by train are only permitted to take the short cut through the Prep school at the end of the day. Face covering must be worn as they enter the Prep school site and kept in place until they leave. The route across the Senior School bottom fields to the station remains out of bounds as students' safety may be at risk.

Students must use hand sanitiser as they board and disembark the train, and wear a face covering for the entire journey. They should try and sit in their bubble groups and keep 2m apart from other passengers if possible.

For more detailed advice on transport please see the government guidance:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

#### **Arrival**

On arrival at school, all students must go directly to their designated year group zones, which are the same as last term. They must hand sanitise at their entry point and put on a mask before entering the building.

#### **Breakfast**

Breakfast will not be available in school for the rest of this term. We will reassess our plans at the end of the spring term and resume breakfast provision as soon as practicable.



## Break

Break time snacks will be served in the designated outdoor areas for each year group on dry days, or in their classroom zones when the weather is inclement. These must be paid for using the new token scheme. Cash cannot be used.

## Lunch

We have refined the designated eating times and locations to avoid Year 7 missing lesson time, according to the timetable below. The usual provision of fruit and bread will be available from 12:40 for Years 8, 10 and 11 for any students who need sustenance prior to their lunch service.

Time	Year group	Location
12:40	7	Dining Hall
12:55	9	Mezzanine
13:10	11	Marquee
13:25	10	Marquee
13:40	8	Dining Hall
12:40	13	Sixth Form Dining Hall
13:25	12	Sixth Form Dining Hall

## End of the day

School will finish at 15:50 for all year groups, as usual. Year 7 – 9 students should be collected from the auditorium car park. Each year group should continue to use their designated waiting area to prevent mixing between year group bubbles. Year 10 – 13 students should be collected from the Jockey's car park at 16:00, unless they have a sibling in Years 7 – 9, in which case they should also wait next to the auditorium car park. Parents are reminded not to arrive early, as Prep School parents will be collecting their children beforehand.

## After school provision

Students who choose to stay after school are welcome to do so, but the requirement for minimising contacts means that each year group will have a separate classroom to use. Students who stay at school beyond 15:50 are not permitted to wander the school site or leave their designated room. Supervising teachers will have a biscuit snack available on request, as the vending machines will not be available. All students must be collected no later than 17:00. Students staying after school must report to these areas immediately after lesson 6 has finished:



Year group	Location
7	Library
8	DS1
9	CS1
10	MS2
11	MS3
12	Study Room
13	Lecture Theatre

#### **4. Academic:**

##### **Lessons & rooming**

Our systems for lessons and rooming are nearly identical to the autumn term. All year groups are timetabled to receive the usual, full academic provision, with all students expected to be in school unless they are ill or required to isolate.

Year group zones will be used for lessons which don't require specialist classrooms. When students move beyond their zone, they will follow designated routes to specialist classrooms. Desks and chairs will be cleaned any time there are students from a different year group in a classroom for subsequent lessons.

Classrooms will be arranged with desks and chairs spaced out and forward facing to minimise face-to-face contact and maximise social distancing. There will be seating plans for every lesson, which students must adhere to. Wherever possible, students will be instructed to sit in the same desks and arrangements for many of their lessons. This will help to minimise the number of close contacts each student has throughout the day and support contact tracing if any students test positive for coronavirus.

Government guidelines stipulate that teachers should remain two metres away from students whenever possible. This will continue to have an impact on the individualised support teachers are able to provide, as they will not be able to work with students at their desks. Both teachers and students adapted well to this reality during the autumn term.

At the end of lessons teachers will be expected to clean desks and chairs if a different year group is going to be using that room for the next lesson, which may delay their arrival for their next lesson in another part of the school. For this reason, it is vital that student behaviour is exemplary and that teacher instructions are followed without question.

##### **Movement between lessons**

We will continue to use the system of "designated routes" with a requirement to always walk on the left and give way to the right if two routes cross.

In addition to this, and to avoid congestion in the corridors, we will also ask staff to only release a class when there is sufficient space in the corridor to avoid over-crowding.



Students must follow teacher instructions for movement and abstain from trying to find a quicker or shorter route. Common sense is vital when crossing paths with other students, including respect for personal space and the need to maintain distance when possible.

## **Exams**

All GCSE, A Level and BTEC exams have been cancelled for the 2021 summer series. However, assessments will take place during the summer term to collect evidence for teacher assessed grades. Details about Year 11 and 13 assessments and grading will be disseminated in a separate letter.

Year 12 mock exams have been scheduled for two weeks, commencing on Tuesday 4<sup>th</sup> May, which is a change from previously published dates. The exam timetable will be circulated in due course.

The internal exam week for Years 7 – 10 is unchanged, with assessments taking place throughout the week commencing 17<sup>th</sup> May. A timetable will be circulated after the Easter break. Only revision homework will be set for two weeks prior to the exam week.

Pearson is currently leading a consultation about the future of 14 – 19 assessments and qualification in schools. Students and parents are welcome to share their views using the following link:

[Pearson survey about 14-19 assessments and qualifications.](#)

## **5. Pastoral:**

### **Emotional well-being**

Whilst we hope that most students are looking forward to coming back to school to reconnect with friends and teachers, and to restore a sense of routine and structure in their lives, we understand that for some this will be a very anxious time.

Tutors will be asking students how they feel about the return to school during their weekly check-ins so that we can be prepared to support any students who are nervous about the return.

If you have any concerns about your child's return to school, please do get in touch with their tutor and/or Head of Year.

### **SEND students**

Some students, including those with ASD, may need time to adjust to our new ways of working in school. If your child has a learning difference or sensory impairment and is likely to feel overwhelmed on the first day of school, please contact Mrs Sevier so that she can get in touch with them prior to school opening to explain the new procedures.



## Attendance

From 9<sup>th</sup> March (Years 10-13) and 10<sup>th</sup> March (Years 7-9) student attendance is mandatory and the usual rules on attendance will apply. As per our previous letter, on the 8<sup>th</sup> and 9<sup>th</sup> March, students will be offered asymptomatic testing at school.

Students in Year 13 are permitted to leave the School premises without permission at the end of their last taught lesson but must sign out in the Sixth Form Centre.

Students in Year 13 are no longer permitted to leave the site at lunchtime.

There are some circumstances where students will not be permitted to attend school due to coronavirus (COVID-19). In these circumstances the code X must be used, which does not count as an absence for statistical purposes. This would be if their travel to, or attendance at, school would be:

- Contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)
- Prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

## Students with symptoms

Students who have symptoms should self-isolate and get tested. You must not send your child to school if they have any symptoms of coronavirus (COVID-19), which are:

- a high temperature
- a new, continuous cough
- a loss of, or change to, their sense of smell or taste (anosmia)

If a student at school becomes unwell with any of the above symptoms, they will be isolated and sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection': <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

This sets out that they should self-isolate and arrange to have a test.

If a student tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the student remains unwell following the test (such as with a different illness), then they should remain at home until they are well enough to be in school.

If a student tests positive, their isolation period starts immediately from when the symptoms started, or, if they do not have any symptoms, from when their test was taken. Their isolation period includes the day their symptoms started (or the day their test was taken if they do not have symptoms), and the next 10 full days. This means that if, for example, their symptoms started at any time on the 15<sup>th</sup> of the month (or if they did not have symptoms but their first positive COVID-19 test was taken on the 15<sup>th</sup>), their isolation period ends at 23:59 hrs on the 25<sup>th</sup>.

They can return to school and stop self-isolating after 10 full days if their symptoms have gone, or if the only symptoms they have are a cough or anosmia, which can last for several weeks. They must not return to school if they still have a high temperature.



In all cases of self-isolation, we will ask parents to inform us immediately about the outcome of a test. We will not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

### **Students who have close contacts with symptoms**

Students may not have symptoms themselves but will be required to self-isolate if they live in a household where someone has coronavirus or symptoms or are a close contact of someone with coronavirus or symptoms.

Their isolation period includes the day the first person in their household's symptoms started (or the day their test was taken if they did not have symptoms) and the next 10 full days. This means that if, for example, their 10-day isolation period starts on the 15th of the month, their isolation period ends at 23:59 hrs on the 25th and they can return to their normal routine.

If the student develops symptoms while they are isolating, arrange to have a test. If their test result is positive, they must stay at home for a further full 10-day isolation period. This begins when their symptoms started, regardless of where they are in the original 10-day isolation period. This means that their total isolation period will be longer than 10 days.

In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 10 days since they were last in close contact with the person who has tested positive when they were infectious.

### **Students in quarantine**

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine.

### **Remote education**

If a student is not attending school due to circumstances related to coronavirus (COVID-19), we will ensure that students have access to online learning via Firefly tasks and recorded video content or opportunities to meet with their teachers on Teams. The work that students do will be monitored by their teachers and coordinated by the Form Tutor.

### **Uniform**

We will follow our usual uniform policy, as recommended in the government guidance. Uniform plays a valuable role in contributing to the ethos of the school and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual or by different methods.

On any days where a student has PE, Games or Sport, they must come to school in their PE kit and wear it for the whole day. This is due to restrictions on the use of changing rooms. They must keep their legs covered when not in their PE lessons by wearing tracksuit bottoms or plain black skirts.

We will review this at the start of the summer term and hope that we will be able to re-open the changing rooms to some year groups.



We are aware that there have been issues with the availability of PE kit from SWOTS, therefore we will continue to be lenient with those students who have not been able to wear the correct kit.

SWOTS have informed us that all PE kit will be back in stock by the end of March. We will therefore expect all students to have the correct kit when they return to school after the Easter break.

Due to the requirement to keep classrooms ventilated, we have allowed students to wear additional non-uniform jumpers under their blazers. This will continue to be the case but only for the rest of the spring term.

Following student feedback, SWOTS will no longer stock the cherry red jumper and cardigan (although they can still be worn). This will be replaced with a grey v neck jumper with the school logo on it. This item will be ready to order from the middle of March (approximately). Therefore, we will no longer allow non-uniform jumpers in the summer term, as the weather will be warmer. Any student requiring an extra layer is advised to purchase the new jumper.

We will also now allow shorts to be worn as part of our uniform, as this is something that students have asked for in our student forums. These must be the same colour and style of our trousers and finish on or slightly above the knee. SWOTS stock these up to age 13, but larger sizes would need to be sourced elsewhere.

We will of course take a considerate approach should parents have difficulty obtaining uniform items or experience financial pressures. For this reason, we have organised for the Second-hand Uniform shop to be open during the week beginning 1<sup>st</sup> March for collection only orders. Please email Mrs Russell ([shop@lingfieldcollege.co.uk](mailto:shop@lingfieldcollege.co.uk)) with the student's name, form, item required and size plus a mobile contact number. She will collate the items, and pending stock availability, will arrange collection.

### **Face coverings**

Face coverings should be worn by adults and students when moving around the inside of school buildings, for example corridors, communal areas and dining locations.

In addition, the guidance now recommends that face coverings should be worn in classrooms and during activities unless social distancing can be maintained. This does not apply in PE lessons that take place inside. Students are now also expected to wear face coverings in the Sixth Form common room. These measures will be in place until Easter, at which point they will be reviewed by the government.

In the interest of keeping our school community safe, we expect all students to adhere to this guidance unless they have an exemption. This applies to those who cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties.

Please email Mrs Rebecca Ericsson ([ericssonr@lingfieldcollege.co.uk](mailto:ericssonr@lingfieldcollege.co.uk)) if your child is exempt from wearing a face covering, including the reason.

Staff who teach students who rely on visual signals for communication will be asked to wear a visor or transparent face covering where possible, if they choose to cover their faces while teaching.



## **Safe wearing and removal of face coverings**

Safe wearing of face coverings requires the:

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

When a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Students should consider bringing a spare face covering in case theirs becomes damp during the day.

## **Lockers**

Students will continue to use the lockers they have already been allocated.

## **Behaviour**

The student code of conduct and the behaviour policy was updated in September to reflect the new rules that are required in school as a result of COVID. These will continue to apply for the rest of this term at least:

- Students must remain in their designated year group zone at all times, unless timetabled otherwise.
- Students must only use the toilets allocated to their year group zone unless they are in lessons in another part of the school, in which case they should use the closest toilet.
- Students must obey the prescribed routes for their year group when moving around the school and only enter the school buildings at their designated entry point. When two routes cross, students must walk on the left and give way to the right.
- Students must go to their specified dining area at their allocated time only.
- Students must clean their hands regularly (when they arrive at school, when they return from breaks, when they change rooms out of their year group zone and before and after eating).
- Students must keep to the allocated year group zones both inside and outside school at the start of the school day, at break and lunch.
- Students must be respectful if others display COVID-like symptoms or potential illness.
- Students must be respectful of other's personal space. They must keep two metres away from adults and students not in their year group. If space allows, they should keep two metres away from peers in their year group. They should avoid touching their peers.
- Students must be respectful of other students' choices regarding face coverings and hygiene.
- Students must wear face coverings in lessons where a 2m distance cannot be maintained from other students or staff, unless they are exempt on medical grounds.
- Students must wear face coverings on school transport, in corridors and anywhere else inside the building where a 2m distance cannot be maintained from other students or staff, unless they are exempt on medical grounds.



## **6. Co-curricular:**

### **Clubs**

Clubs will resume on Wednesday 10<sup>th</sup> March as per spring term choices that students made in December. Tutors will remind students of their club choices on Friday 5<sup>th</sup> March during form time.

### **Sport**

Netball and Hockey will run as normal, but in year group bubbles. All the necessary precautions will be taken in line with the National Governing Bodies' (NGB) advice. Initially we will be operating the PE and Sport programme in year group bubbles, but as the advice evolves our plans may well change. There will be no matches against other schools at least until after the Easter break, but we are liaising with other schools and the NGBs, so matches will recommence as soon as possible, hopefully during the summer term.

Changing rooms will remain closed, and so students should come to school in their PE kit on days when they have PE or Games or a Sport club.

### **Music and Drama**

As with other clubs, music and drama clubs, rehearsals and lessons are restricted to single year groups. Peripatetic lessons will resume, but with strict safety measures in place.

### **Trips**

Government guidance currently advises against all educational visits, but we hope this advice will change after Easter.

## **7. Events:**

### **Assemblies**

Unfortunately, we will not be able to have assemblies together as a school. However, assemblies will be broadcast to individual tutor groups using Teams. Assemblies restricted to a single year group can now take place in person.

### **Parents' evenings**

Parents' evenings will take place as per the school calendar, but they will run remotely using the Schoolcloud online parents' evening system. More information will be sent before each parents' evening.



## **Prizegiving**

We will hold our usual Prizegiving ceremony in some form which will depend upon whether all restrictions have been lifted by 21<sup>st</sup> June.

## **Proms**

We hope to be able to hold Year 11 and Year 13 proms, subject to restrictions being lifted by 21<sup>st</sup> June and a venue being available for the Year 11 prom.

## **8. Coronavirus safety and prevention:**

Students will continue to follow specific guidelines for hygiene in school. They will be reminded about key themes such as:

- Catch it, bin it, kill it
- Thorough and frequent hand washing/sanitising
- Coughing into elbow creases
- Not touching their faces
- How to use a face-covering safely

Students will be reminded to use hand sanitiser or wash their hands throughout the school day, including on arrival at school, when moving to a specialist room outside of their year group zone, and before and after lunchtimes and breaktimes.

Hand sanitising dispensers are located at points around the school and extra sinks and soap dispensers have been fitted next to the dining hall. However, we encourage each student to also have their own personal supply of hand sanitiser. Signage is prominently displayed throughout the school and sufficient supplies of cleaning materials have been purchased. We are also prioritising cleaning during the day and have added to our cleaning team to ensure sufficient time is given for thorough cleaning each day.

The rules have relaxed around what students may bring to and from school. They can bring coats, books, bags, snacks (not in a container, also remember we are a nut free school), water bottles and musical instruments to school but must not share items.

Individual resources that are frequently used, such as pens and pencils must be kept individually so that cross-contamination risks are reduced. Therefore, it is important that students are fully equipped for every lesson. Lending out equipment will be kept to a minimum.

Surfaces, chairs and door handles will be cleaned at least daily. Class based resources, books and games can be used and shared within a year group bubble and regular cleaning will take place. Any equipment to be shared between year groups will be cleaned thoroughly and/or left for 72 hours between uses.

The Department for Education has recognised that strict social distancing will not always be possible within a year group bubble. Students will be encouraged to keep their distance within bubbles, and this will be supported in lessons by arranging the desks so that they are all forward-facing and two metres away from



the teacher. Staff moving between classes and year groups will keep their distance from students and other staff, keeping two metres from other adults where possible.

Any time students are lining up, they will be encouraged to stay at least one metre apart. Year groups will predominantly be kept separate during the school day, apart from occasional crossed paths when moving between lessons. They will also be reminded to avoid touching their peers. There will be more staff on duty outside of lesson time to enforce these plans.

Finally, the Department for Education has asked schools to encourage parents to minimise the number of alternative extra-curricular providers they use, and to seek assurance that those providers are considering their own protective measures. Following this recommendation will help to reduce the number of contacts for each student and limit the spread of the virus.