



Ripon Grammar School

Full Opening of School Guidance for Students and Parents [V2]

Rationale

We recognise the importance of all children returning to school in the autumn for both their educational and emotional wellbeing. While Covid-19 remains within communities, the measures established by the school are designed to fulfil the requirements of:

1. Keeping the curriculum as broad and balanced as possible
2. Limiting the chance of infection spreading by adopting the control measures established in the guidance as far as can be managed within our school context
3. Supporting the Test and Trace process if infection is detected

The full opening of School is done in accordance with the following gov.uk guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- A risk assessment has been drawn up detailing the control measures to limit the risk of infection to students and staff and is available on the school website. **This also contains relevant links to gov.uk advice in addition to the link above.**
 - Separate guidance covers the boarding community in line with the BSA Covid Charter and gov.uk guidance on residential educational settings.
 - The school will continue to review this guidance in line with government guidelines and measures taken may relax or tighten depending on the situation and revised guidance communicated to parents and students.
 - **At present the current assessment is that the risks associated with children returning to school are low. The 'viral load' in circulation is low which means that the risk of severe illness from infection is also very low.**
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Section 1: Controls Measures

1. Prevention

1.1 Minimise contact with individuals who are unwell

- Staff and students who display the c-19 symptoms [persistent cough/high temperature/loss or change of sense of taste/smell] or who have tested positive in the last 10 days must stay at home.
- Staff and students who become unwell at school will be sent home and should follow the 'stay at home' guidance. In the interim we will isolate students in the School House masters' dining room.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

1.2 Cleaning hands more often than normal

We will continue to promote a culture of expectations around hand washing and hand sanitation.

- Before entering school first thing in the morning, students arriving on school site via the farmyard gate should wash their hands, where possible, in the external sinks located outside the **Maths block** before entering the school buildings. Those arriving via the allotment gate/main drive should wash their hands in the external sinks located outside the art block. If queues develop which prevent social distancing, students should use the hand sanitiser stations at the entry points to school buildings.
- Students are expected to regularly wash their hands through the school day and utilise the hand sanitiser stations placed at 16 of the main entry points of the school, including boarding houses. [See Map 1]
- It is recommended that all students carry their own hand sanitiser gel. Please bear in mind that non-alcohol based gels are not as effective as alcohol based gels. Where alcohol based gels are used, students will need to wash hands before practical work where there is a risk of fire e.g. when using bunsen burners.
- Posters and regular reminders will be used to build these routines into daily life.

1.3 Ensuring good respiratory hygiene

- We will support the 'catch it bin it kill it' approach by providing tissues and disinfectant in each classroom and a yellow lined bin for disposal.
- Where possible windows will be kept open, subject to maintaining an ambient temperature in the cooler months. **Doors will be closed due to fire restrictions and the need to contain sound between rooms.**
- **Current gov.uk guidance for England is that face masks are not required by either teachers or students due to problems associated with misuse and communication and face masks will not be provided by school. Due a recent change in policy, schools in England can vary this guidance to suit local context or will be under mandatory restrictions if lying within a localised lockdown. RGS' position is that face masks will not be required in most situations due to the measures in place and the space available for social distancing between groups and staff. However, the additional provisos now apply:**
 - i. **Face masks may be worn at any time in any communal area as a matter of personal choice**
 - ii. **Face masks are recommended where social distancing between year groups cannot be maintained. [The instances of this will be low due to timetable zoning]**
 - iii. **Due to some limited movement of students across 'groups' in several 'pinch points', face masks are mandatory in the following areas during lesson change-over, breaks and lunchtime:**
 - a. **All corridors/stairs in the Maths Block**
 - b. **All foyers/stairs/stairwells of the Science Block**
 - c. **Lobby and stairs of the Art Block**
 - d. **Corridors and stairs of the Sanatorium**

As a result of these measures all students must carry with them a face mask, kept in a plastic bag when not in use. Cloth or reusable masks should be plain and washed every day

1.4 Enhanced Cleaning

- Cleaning will be enhanced to ensure that toilets & changing rooms etc. are cleaned regularly [there is no requirement to allocate different year groups their own toilet blocks and this is not practicable at RGS].
- Where rooms are shared between different year groups [largely practical spaces in art/DT/science/PE] surfaces and shared equipment will be cleaned down using tissues and disinfectant between sessions.

1.5 Minimising contact between individuals and maintaining social distancing

1.5.1 Groupings and Lessons

- In order to minimise contact and retain a broad and balanced curriculum the following ‘groups’ will be created and located, for the majority of their lessons, in the following areas:
 - Group 1: Year 7&8 – N1/N2/N4/N5/M1/M2/A1/A4
 - Group 2: Year 9 – M3/M4/M5/H1/S2
 - Group 3: Year 10&11 – H&L block
 - Group 4: Year 12&13- SFC/cellars/science etc.
- Staff will observe, where possible, a 2 metre distance from each other and from students. Occasionally this might reduce to 1 metre for short periods of time.
- In lessons, where possible, students will be seated side by side. There is no maximum occupancy rate for a room.

1.5.2 Arrival and departure at school

- Access for students will be at the following points:

Group	Entry Point	Direction
Bus Park Group 1&2	Ellington House Drive	Access up the drive to Clocktower/Art/Maths
Bus Park Group 3&4	Farmyard Gate	Access through to HL/SFC
Pedestrians along Clotherholme Road [All groups]	Either Farmyard Gate or main drive footpath	Access to all parts of school
Pedestrians via allotments [All groups]	Allotment Gate	Access to all parts of school
Boarders [All groups]	House front doors	Access to all parts of school

- All face coverings should be removed on entry to school and placed in a plastic bag, taking care not to touch the front of the mask
- All students should either wash hands at the external sinks provided or use the hand sanitiser stations.
- Parents should not come onto the school site unless by prior appointment. Drop offs on Clotherholme Road must ensure that students exiting cars observe social distancing. [The only exception being parents of boarding students at the start/end of week and those dropping off students who require assistance e.g. on crutches].
- **Parents are encouraged to drop students some way off from school to ease congestion and allow their child to walk to school.**

1.5.3 School Activities

- Large gathering such as assemblies will be limited to the groups identified above or run remotely.
- Lunch time and after school clubs and societies will be limited to members of the groups identified.
- Sporting activities will be non-contact to start with where possible and the curriculum will be adapted according to current guidance.
- Musical ensembles will be limited to no more than 15 and specific guidance is available for music and performance.

1.5.4. Movement around the school site

- This will be limited by keeping groups in defined areas for the majority of their teaching.

- Where travel is essential- i.e. to a practical lesson, for break and lunch etc. any ‘pinch points’ will be considered and a one-way system installed or outdoor routes utilised. **The following one ways will apply with appropriate signage:**

Area	Points
All corridors/stairs [unless one way]	Keep to the left
H&L Block	Access in- main door Access out- side door [emergency exit door] Stairs Up- back stairs Stairs Down- main stairs
SFC	Access in and out- main doors No access permitted to H&L via connecting door
North Corridor	One way- from Pastoral Centre to Library
Science	Access from either external path to connecting corridor No access from dining room
Hall	All access out via changing rooms and art block main door Access to stage [staff and Sixth Form] via ambulatory
Car Park	Access round library via barriers
Ellington House drive	Access either way for movement between HL and Art block etc.

- Within groups students are encouraged not to touch each other and maintain distance where they can. Where students come into possible contact with other students from another group they should observe the 2 metre distance rule where possible.

1.5.5. Lunch and Break Times

- Break and lunch will involve split sittings to enable groups to be separated and cleaning between sessions.
- Zones within the hall will keep apart groups at both break and lunch and queuing will utilise the quad in front of reception and the main corridor by the boys’ cloakrooms. [Tue/Thurs are different to accommodate games.]
- Break will be split accordingly:

Time	Years	Location	Queue
10:30-10:50	7/8/9 [Group 1&2]	Hall	7/8: Quad / 9: Corridor
11:10-11:30	10/11 [Group 3]	Hall	Corridor
11:10-11:30	12/13 [Group 4]	SFC/Hall	Quad

- Lunch will be split accordingly:

Time	Day	Years	Location	Queue
12:10-1:10	Mon/Wed/Fri	7/8/9 [Group 1&2]	Hall	7/8: Quad / 9: Corridor
	Tue	7/8/10 [Group 1&3]	Hall	7/8: Quad / 10: Corridor
	Thurs	7/9/10 [Group 1,2,3]	Hall	7: Quad / 9/10: Corridor
	All days	12&13 [non-contact period]	Hall or SFC	12/13: Quad
12:50-1:50	Mon/Wed/Fri	10/11	Hall	10/11 Corridor
	Tue	9/11	Hall	9/11: Corridor
	Thurs	8/11	Hall	8: Quad / 11: Corridor
	All days	12&13	Hall/SFC	12/13: Quad

- 'Early Lunch' will start lessons at 1:10 [4 period afternoon] and 'Normal Lunch' start lessons at 1:55 [3 period afternoon]. A 'revised school day' will be issued to students.
- Outdoor spaces [weather permitting] will not be segregated between groups but social distancing between groups should still be observed.

1.5.6. Equipment and Resources

- Students should not share their own equipment with anyone. Students must have with them, in addition to normal stationery, requirements coloured pencils/ safety scissors/glue. These will not be leant out.
- All departmental shared/group equipment will either be separated within a group and identified as such or if used between groups will be cleaned down between use.
- The cloak room areas will remain closed until further notice. Students will be expected to carry what they need for the day, including coats. Students should keep possessions to a minimum.

2. Response to Infection

2.1 Test and Trace

- In response to a suspected infection the school will send a student home and engage with the NHS Test and Trace process and contact the local PHE team.
- The school can advise parents on booking a test, and will support the Test and Trace Team with details concerning those in close contact.
- A small number of self-testing kit will be available from school.
- In response to a positive test, students should not return to school within 10 days of symptoms developing and not before symptoms have fully gone.

2.2. Managing Cases of C-19

- The school will always act on the advice of the local agencies and PHE.
- A positive diagnosis of one student may involve a number of students being sent home to self-isolate for 14 days if they have been in close contact [less than one metre face to face or physical contact or extended contact for over 15 minutes between 1 and 2m etc.]

2.3. Containing an Outbreak

- Further positive diagnoses may lead to extended requirements for self-isolation amongst a wider circle of students.
- It is hoped that the possibility of a whole-school closure will be avoided by the observance of the control measures already described.
- The school will contingency plan to ensure that remote learning continues in the unlikely event of a localised or return to a national lockdown.

Section 2: Routine School Operations

1. Transport

- Dedicated home to school transport organised by the local authority will seek to:
 - Group students appropriately
 - Use hand sanitiser on embarkation
 - Provide additional cleaning

- Utilise distanced queuing
- Enforce face coverings where students have to sit with others outside of their group/school
- **Further guidance from NYCC is available here:**

https://cyps.northyorks.gov.uk/sites/default/files/Emergencies,%20health%20and%20safety/Phase%202/Transport%20guidance.pdf?utm_campaign=1524268_CYPS%20Coronavirus%20update%20-%201%20September%202020&utm_medium=email&utm_source=North%20Yorks%20County%20Council&dm_i=4BPJ,WO4S,4HUOFH,41CBD,1

- Public service buses will require face masks as a legal requirement.
- In order to reduce demand, students are encouraged to walk or cycle where possible.
- Embarkation at 4pm from the bus park will be controlled by segregating year groups.

2. Attendance

- Since August 1st all students are required to attend school including those who have hitherto been shielding.
- The only exceptions are those who have a positive test, are self-isolating, or are complying with clinical advice. In these situations, the school will seek to provide work through remote education
- Where a localised lockdown is imposed and the school is forced to partially or fully close, the school will return to remote education.

3. Safeguarding

- An updated Safeguarding Policy will be available on the school's website.
- The school will provide support and guidance for those students who are finding the transition back to full time education in school difficult. Parents are encouraged to communicate any concerns with relevant pastoral leaders. The following helpline is also available: 07520 631168 [Compass Buzz]
- Any other concerns should be emailed to admin@ripogrammar.com

4. Catering

- A full catering service will be operated utilising the dining hall and café area in the SFC.
- Lunch and break times will be staggered and involve social distancing [see earlier section]
- Students must apply hand sanitiser before entering the dining hall and all surfaces [e.g. cashless catering] will be wiped between use.
- Catering staff will wear protective visors when serving food.

5. Educational Visits

- At present, the only educational visits permitted are day trips without overnight provision.

6. Uniform

- The normal school regulations with regards to uniform will be applied. Please see the website for the latest regulations.
- **Coats should be kept in bags where possible. Bags and coats must not be left in any other school areas. When moving to another classroom, coats must be stored in bags.**

7. Curriculum & Assessment

- There are no planned changes to the curriculum offer at any key stage or to the normal assessment cycle but there may be a restriction in the amount of practical work offered and the PE programme will be adapted.
- Adaptations made to the 2021 public examination process can be found in the following document. Teaching staff will update students in Year 11 and 13 of the changes **once the full details are published by examination boards.**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906173/Consultation_decisions_-_proposed_changes_to_the_assessment_of_GCSEs_AS_and_A_levels_in_2021.pdf

- Support will be provided to ensure students catch up with work missed and teachers will make rapid assessments of curriculum coverage and understanding for individual students. If required, and after discussion with parents and student, there may be some curriculum adaptations particularly with regards to examinations entries for summer 2021.
- Work submitted to teachers may require isolating before marking and return. Alternatively, teachers may request work to be handed in remotely or on paper which can be stored, thus not affecting the completion of work in exercise books.

8. Library

- **In the first two weeks the library will ONLY be available to Years 7 & 8 up to 4pm.**
- **A mobile library service may be introduced for other year groups**
- **The library may be used between 4-5 by all year groups awaiting pick up but social distancing must be maintained and the situation monitored.**
- **Use of the library will be reviewed for Week 3.**

9. Pastoral Support

- It will be important to support the return to school for students by building interaction with peers and friendship groups.
- Tutor time and PSHCE provision will be targeted in the first term to support this.

10. Behaviour and Conduct

- A continuation of the typically exemplary behaviour of students at RGS is expected.
- However, the Behaviour Policy will be updated to ensure that, in addition to the normal codes of behaviour, students understand the consequences of poor behaviour with regards to breaking rules on social distancing, hand sanitation, etc.
- It is very much expected that we will continue to work as a community in a spirit of mutual cooperation and care for each other.

J M Webb
Headmaster
02/09/2020

