



## Ripon Grammar School

### Full Opening of School Guidance for Students and Parents [March 2021]

#### 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 low.**

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#### Section 1: Controls Measures

##### 1. Prevention

###### 1.1 Minimise contact with individuals who are unwell

- Staff and students [or members of their household] who display one or more of the c-19 symptoms [persistent cough/high temperature/loss or change of sense of taste/smell] or who have tested positive must stay at home for at least 10 days. A test should be arranged.
- Staff and students who become unwell at school will be sent home [avoiding public transport] and should follow the 'stay at home' guidance. In the interim we will isolate students in the School House masters' dining room [or boarding house equivalent].  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- **If we are notified that a member of staff or a student tests positive, the school will begin its 'covid response strategy' immediately and seek to isolate those who have been in close contact.**

## 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]
- **All students must 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 and face covering

- 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. Students must not close windows – only staff can operate window openings.
- Some **doors may need to remain closed due to fire restrictions and the need to contain sound between rooms.**
- **It will now be mandatory for all students and staff to wear face coverings in all indoor areas- classrooms, corridors, communal areas [in addition to school and public transport] where social distancing cannot be maintained.**
- Transparent covering are permitted but face visors are not to be worn as an alternative
- The following exemptions apply:
  - Where an individual has an exemption – school notified and badge worn
  - Outdoor areas
  - Where there is strenuous activity- games/PE/Enrichment
  - Once sat down to eat in the dining hall or sixth form centre
- Face masks must be kept in a clear plastic bag when not being worn. Cloth or reusable masks should be plain and washed every day.
- Students will be reminded about safe usage of face masks.

## 1.4 Enhanced Cleaning

- Cleaning will be enhanced to ensure that toilets & changing rooms etc. are cleaned regularly.
- 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.
- The following toilets are labelled for use only by:

North Corridor	Year 7&8
HL	Year 10/11

## 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. Face to face contact at a metre or less will be avoided.
- In lessons, where possible, students will be seated side by side. There is no maximum occupancy rate for a room. Students should avoid as much as possible face to face contact at a metre or less.

### 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 worn on entry to school.
- 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.**
- **Sixth form will be released 5 minutes early from Period 8 to ease congestion.**

### 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 1:50 [3 period afternoon which now incorporates registration]. 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. However, designated time slots will be made available to year groups for access to the tennis courts and astro-pitch.

### 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 10 days if they have been in close contact. This is defined as:**
  - any form of physical contact
  - less than one metre face to face contact for any length of time
  - being within one metre [non face to face] for one minute or more
  - extended contact for over 15 minutes between 1 and 2m either as a one off or added up to over one day.

### 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
  - **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](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

- Attendance is mandatory from 8 March onwards in line with phased return arrangements for 8-12 March. Remote education will be provided for 8-9 March.
- 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 is 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@ripongrammar.com](mailto:admin@ripongrammar.com)

### 4. Catering

- A full catering service will be operated utilising the dining hall and café area in the SFC from Weds 10 March onwards.
- 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 masks when serving food.

### 5. Educational Visits

- At present, there will be no educational visits.

## 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.
- Arrangements for the awarding of A and GCSE grades this summer will follow in a separate communication.
- Information about internal assessments will also be published separately.
- 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

- The library will continue to operate with restricted access as per the end of last term.

## 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 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 remain 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**  
**Updated 04/03/2021**