



from Tom Lawson MA (Oxon), Headmaster

10 June 2020

Dear Parents of pupils in Year 10 and Year 12,

This letter is a follow up to my letter from last week and relates the details of the additional provision we can provide with the possibility of face-to-face meetings for your children from Monday 15 June onwards. Families that do not live nearby may ignore this letter; for them and all other pupils the main focus of our planning is getting everyone back safely for proper normal schooling in September.

The information below is necessarily lengthy but I wanted to include details to reassure you that all precautions are in place for this limited reopening. The key points are:

- Your hsm stands ready for you to make an appointment for your child to come in if they wish to meet with them or another relevant member of staff.
- We have added the LRC (library) and Futures Centre as possible places to have a meeting / get resources as required.
- We ask pupils to avoid public transport if possible and not to congregate in school or on the way / after meetings.
- We ask that parents do not enter school buildings and maintain social distance from others.
- Pupils may wear casual clothes which should be washable; they should bring their own water bottle.
- No pupil should come into school if they have, or any of their family have, symptoms of any sort.

Kind regards,

Tom Lawson  
Headmaster

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Summary of Provision for Year 10 and Year 12 from 15 June

### **Backdrop - Government Policy**

From 15 June, secondary schools are able to offer face-to-face support for up to a quarter of the Year 10 and 12 cohort at any one time. The government is asking secondary schools to:

- provide some face-to-face support to supplement the remote education of Year 10 and Year 12 pupils, with a clear expectation that remote education will continue to be the predominant form of education delivery for these year groups and that this should be of high quality;
- continue to use best endeavours to support all other pupils remaining at home, making use of the available remote education support and ensuring a high quality offer.

## Coming into school

Pupils in Year 10 and Year 12 are welcome to come to house / LRC / Futures Centre, **by making an appointment via their hsm.**

The College has been and will continue to operate video-call guidance / work on both a timetabled and on-demand basis. We want to ensure that those living abroad, or those for whom the journey is difficult or inadvisable, are not missing out on anything.

## Transport

Government guidance is that pupils should walk or cycle where possible, or go in a private car (driving rules still stand, for example lifts must not be shared and prior authorisation is required from Second Master's office.) Pupils who drive should either drive themselves or be driven by their parents. Those pupils who are extremely keen to come in and have to use public transport must wear a face-mask and should stay alert and distance as much as possible, in line with [gov.uk travel guidance](https://www.gov.uk/travel-guidance).

## Parents

For safety and in line with guidance, parents must not accompany pupils in school buildings or otherwise fail to follow social distancing guidelines with staff, other parents or other pupils.

## Open facilities

For Year 12s in particular, who may wish to discuss university / apprenticeship applications, Sarah Gordon will be available and based in the Futures Centre. The LRC (the library) will also be open for the last two weeks of term. Pupils can collect books / return library loans in the LRC by prior arrangement with Mr Martin, College librarian. For continuing pupils, there is no need to return LRC loans until their return. Pupils visiting the LRC will need their ID card to access the stairs.

In both cases hsms should be made aware of the plan and can make appointments on your behalf.

We have looked carefully at the possibility of offering sporting facilities but cannot make it work within the regulations and time frame of the remaining days of term. Selected specific activity leaders may contact relevant pupils for a limited opportunity with tennis one-to-ones, equestrian and mountain biking. The school's arrangement with the Eastbourne Royal golf course allows any pupil to join for £60 in order to use the course for the entirety of the summer holiday.

## Summary of Health and Safety matters and risk mitigation

Preventing the spread of coronavirus involves preventing:

- direct transmission, for instance, when in close contact with those sneezing and coughing
- indirect transmission, for instance, touching contaminated surfaces

Key strategies to achieve this are:

1. Protecting the vulnerable
2. Minimising contact with individuals who are unwell
3. Good personal hygiene and PPE
4. Good fabric / building hygiene
5. Reduce / manage numbers
6. Maintain adequate distance (see also transport above)

## 1. Protect the vulnerable

If a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [guidance on shielding](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to.

Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few, if any, children will fall into this category, but parents should follow medical advice if their child is in this category.

A child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting

## 2. Minimising contact with those who are unwell

Pupils must not come into school if they (or someone in their household) **is unwell in any way – not just Covid-19 symptoms**. We will only have first aiders on site – no medical centre nurses. Visits are necessarily functional and short, and so the chances of becoming unwell during their visit are minimised. If any pupil does feel unwell, they are expected to inform their hsm who will assist with arrangements to travel home immediately and safely.

## 3. Personal protective behaviour and equipment

To maintain 'personal protective behaviour' pupils coming into school should:

- a) Wear washable clothes. Staff and pupils may wear casual clothes, including tailored shorts. (Skimpy shorts, crop tops, cut-away T shirts, ripped jeans, baseball caps etc should not be worn.) Staff should wear lanyards. Pupils visiting the LRC will need their ID cards to access the stairs.
- b) All pupils and staff should wash their hands more often than usual, particularly after arriving at the setting, face touching, nose blowing, sneezing or coughing, and before eating or handling food (NB the kitchens are not presently open; pupils should bring their own water bottle).
- c) When handwashing, pupils and staff should wash their hands rigorously for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered. Hand sanitiser will be provided in each house but as a precaution it is wise for pupils to carry their own pocket supply.
- d) Avoid touching mouth, eyes and nose. The mouth and nose should be covered with disposable tissues when coughing or sneezing. If tissues are unavailable, sneeze into the crook of elbow, not into the hand.
- e) Dispose of tissues into a disposable rubbish bag in a lidded bin (provided by facilities) and immediately clean hands with soap and water or use a hand sanitiser.

Gov.uk advice for schools states PPE is only needed in a very small number of cases:

- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms
- Because of the strategies employed during this period, PPE should not be needed. Pupils should bring their own if they wish to wear it.

The main first aider on site (in Reception) will have access to PPE if he needs to attend a suspected case.

## 4. Good fabric / building hygiene

We will restrict the passage of pupils to limited and clearly designated / signed areas – one entrance, entrance hallway, common room (if wet), designated toilet, house garden. This will ensure we can maintain a thorough cleaning regime.

Wipes, tissues etc. must be put into a lidded bin. The bin does not need to be emptied every day. A bin will be designated for the purpose in the common area.

Meetings should take place outside as much as possible. Indoor spaces must be well ventilated.

To prevent the indirect spread of the virus from person to person, hsmms will regularly clean frequently-touched surfaces, such as:

- door handles
- handrails
- table tops
- electronic devices (such as phones)

## **5. Reduce / manage (and record) numbers**

Hsmms should ensure that no pupils are on the school grounds unless for agreed and pre-arranged contact time. It is not recommended that hsmms invite / manage substantial groups of pupils into school / house at the same time as transmission risks will increase on and around campus.

Hsmms should have due regard for the guidance which limits the number of pupils to a maximum of a quarter of the cohort at any one time.

## **6. Maintain adequate distance**

This is achieved through use of designated appointment times and set routes to and from limited areas of the house which allow this to happen – the common room (if wet) and house garden.

Gov.uk guidance states: 'alter the environment of your setting (such as classroom layout) and your timetables (such as staggered break time) to minimise contact and mixing... schools should aim to practise [social distancing](#) in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping pupils 2 metres apart from each other where possible.

## **7. Suspected cases**

Strategies employed will minimise the risk of this occurring. If there is a suspected case, the person will be moved to a house-based designated room behind a closed door with an open window, near a designated and separate toilet in the relevant pupil's house. Water will be provided.

The pupil must be collected by parents immediately. Parents must not enter the building and on collecting their child, must follow gov.uk / NHS instructions, self-isolating for 7 days. Visit the [guidance on coronavirus testing and how to arrange to have a test](#). All school pupils and staff have access to testing.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should 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 child, young person or staff member they live with in that group subsequently develops symptoms.

## **Risk assessment**

The full risk assessment from which this summary is drawn will be made available for parents either on the website or the parent portal.

## **References**

### Schools

Gov.uk / DfE Coronavirus (COVID-19): safeguarding in schools, colleges and other providers

Guidance for schools and colleges to support them keeping children safe, including online, during the coronavirus (COVID-19) outbreak.

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Gov.uk / DfE Actions for education and childcare settings to prepare for wider opening from 1 June 2020

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Gov.uk Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Gov.uk Planning guide for primary schools

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

Gov.uk secondary school guidance Planning guides for school leaders to help them prepare to open their schools for more pupils during the coronavirus outbreak

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

Gov.uk / DfE Coronavirus (COVID-19): guidance for schools and other educational settings

Guidance and advice about coronavirus (COVID-19) in educational settings for staff, parents and carers, pupils and students.

[https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings?utm\\_source=477673f3-5947-41c7-8a29-4d6ed5892985&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings?utm_source=477673f3-5947-41c7-8a29-4d6ed5892985&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

Gov.uk Guidance Actions for schools during the coronavirus outbreak

What schools need to do during the coronavirus (COVID-19) outbreak

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

Gov.uk Guidance Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak

Guidance for education settings and local authorities about children supported through social care, with EHC plans or identified as vulnerable by their school or local authority.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Gov.uk Guidance Supporting children and young people with SEND as schools and colleges prepare for wider opening

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>

Gov.uk Guidance Safe working in education, childcare and children's social care

Preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings during the coronavirus outbreak.

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Gov.uk Guidance on Critical workers who can access schools or educational settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Gov.uk / DfE What parents and carers need to know about schools and other education settings during the coronavirus outbreak

Information for parents and carers about the wider opening of nurseries, schools and colleges, transport, attendance, free school meals and remote education.

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

Gov.uk Guidance on using pupil registers and attendance codes, as well as setting school hours and term dates.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/818204/School\\_attendance\\_July\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf)

ECN and The Learning Crowd

Reopening Schools after the Lockdown What are the issues that may need to be considered?

[https://www.the-learning-crowd.com/docs/publications/Reopening\\_Schools\\_after\\_Lockdown.pdf](https://www.the-learning-crowd.com/docs/publications/Reopening_Schools_after_Lockdown.pdf)

Boarding

Gov.uk Guidance Coronavirus (COVID-19): guidance on isolation for residential educational settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>

Gov.uk guidance Coronavirus (COVID-19) and entering or returning to the UK

<https://www.gov.uk/uk-border-control>

General and household guidance

Gov.uk Guidance Staying alert and safe (social distancing)

The most important thing we can do is to stay alert, control the virus, and in doing so, save lives.

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

Gov.uk Guidance Stay alert and safe: social distancing guidance for young people

<https://www.gov.uk/government/publications/stay-alert-and-safe-social-distancing-guidance-for-young-people/staying-alert-and-safe-social-distancing-guidance-for-young-people>

**Gov.uk COVID-19: guidance for households with possible coronavirus infection**

Stay at home guidance for households with possible coronavirus (COVID-19) infection.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**Gov.uk guidance on shielding and protecting extremely vulnerable persons from covid-19**

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

**Gov.uk guidance for young people on shielding and protecting extremely vulnerable persons from covid-19**

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

**Gov.uk Public advised to cover faces in enclosed spaces**

[https://www.gov.uk/government/news/public-advised-to-cover-faces-in-enclosed-spaces?utm\\_source=6c355955-120b-450a-a912-2c1e5262449c&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/news/public-advised-to-cover-faces-in-enclosed-spaces?utm_source=6c355955-120b-450a-a912-2c1e5262449c&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

**Gov.uk How to make a face mask and additional guidance**

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

**Gov.uk Coronavirus outbreak FAQs: what you can and can't do**

Frequently asked questions on what you can and can't do during the coronavirus outbreak.

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

**Gov.uk Guidance Coronavirus (COVID-19): guidance on the phased return of sport and recreation**

Guidance for the public, providers of outdoor sport facilities, elite athletes, personal trainers and coaches on the phased return of sport and recreation.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

**Coronavirus – guidance on accessing green spaces safely**

Guidance on using green spaces and protecting yourself and others.

[https://www.gov.uk/government/news/coronavirus-guidance-on-access-to-green-spaces?utm\\_source=4f652c90-f1e8-4eef-bd9a-449d84143950&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/news/coronavirus-guidance-on-access-to-green-spaces?utm_source=4f652c90-f1e8-4eef-bd9a-449d84143950&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

**Gov.uk Guidance Staying safe outside your home** The principles you should follow to ensure that time spent outside your home is as safe as possible.

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>

**Gov.uk Guidance Closing certain businesses and venues in England**

This document provides guidance on the closure of certain businesses and venues as part of further social distancing measures.

<https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance>

Cleaning

**Gov.uk guidance Cleaning in non-healthcare settings**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Transport

**Coronavirus (COVID-19): transport and travel guidance**

Information for people using transport or working in the transport sector during the coronavirus outbreak.

**Gov.uk Safer travel guidance for passengers**

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

**Gov.uk Safer transport guidance for operators**

<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators>

Workplace and employer guidance

**Gov.uk New guidance launched to help get Brits safely back to work**

[https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work?utm\\_source=9b81f82c-c1c9-4121-9d1b-3456ead7138c&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work?utm_source=9b81f82c-c1c9-4121-9d1b-3456ead7138c&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

Gov.uk Guidance Our plan to rebuild: The UK Government's COVID-19 recovery strategy

The Government's roadmap for how and when the UK will adjust its response to the COVID-19 crisis.

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Gov.uk Guidance COVID-19: guidance for employees, employers and businesses

Guidance for employees, employers and businesses in providing advice about coronavirus (COVID-19).

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

Gov.uk The Department for Education's response to issues raised regarding the science on coronavirus (COVID-19).

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/885570/Overview\\_of\\_scientific\\_information\\_on\\_coronavirus\\_COVID-19.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885570/Overview_of_scientific_information_on_coronavirus_COVID-19.pdf)

## Testing

Gov.uk Guidance on coronavirus testing, including who is eligible for a test and how to get tested.

[https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested?utm\\_source=ec70bc34-772e-4618-94cd-ccca1014a49b&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested?utm_source=ec70bc34-772e-4618-94cd-ccca1014a49b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

Gov.uk Guidance NHS test and trace: how it works

An overview of the NHS test and trace service, including what happens if you test positive for coronavirus (COVID-19) or have had close contact with someone who has tested positive.

[https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works?utm\\_source=62c084ed-8a21-47f3-aba6-0026b5bc0ec0&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works?utm_source=62c084ed-8a21-47f3-aba6-0026b5bc0ec0&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

Gov.uk Guidance for contacts of a person with a positive test result for coronavirus (COVID-19) who do not live with that person.

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Gov.uk Guidance on how testing kits work

<https://www.gov.uk/government/publications/how-tests-and-testing-kits-for-coronavirus-covid-19-work-for-patients-the-public-and-professional-users-a-guide-to-covid-19-tests-and-testing-kits>

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Gov.uk Guidance on the NHS test and trace service for employers, businesses and workers.

[https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm\\_source=3ad1e505-7776-4963-b366-f718239cf904&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_source=3ad1e505-7776-4963-b366-f718239cf904&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

## Medical

Gov.uk Coronavirus (COVID-19): guidance

Find guidance about coronavirus (COVID-19) for health professionals and other organisations.

[https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance?utm\\_source=04a6fc35-76c7-4902-8adf-e58e70997fce&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance?utm_source=04a6fc35-76c7-4902-8adf-e58e70997fce&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)