



# Feltonfleet

PREPARATORY SCHOOL

## COVID19 PROCEDURES

'Learning & Living Safely'

# CONTENTS

INTRODUCTION

---

INDIVIDUALS MATTER

---

GUIDANCE & MEASURES

---

CONTACTS & DISTANCING

---

MEDICAL

---

BOARDING

---

CATERING

---

TRANSPORT

---

DROP OFF & COLLECTION

---

TEACHING & LEARNING

---

CO-CURRICULAR

---



# INTRODUCTION

It is a relief and a pleasure to welcome all pupils back to Feltonfleet this September having seen most pupils at some point whilst we all navigated lockdown and remote education. We are proud of how our school community adapted, adjusted and, quite frankly, survived the challenge of learning and living during this period.

We move forward with the return to mandatory school attendance with a greater understanding of learning and living in a world where the implications of COVID19 must be considered carefully in order to provide a safe environment for all members of our community. Our main point of reference to drive decision making in our school continues to be Government guidance produced in collaboration with Public Health England. The latest guidance details a clear 'System of Controls' to which all schools must adhere in its entirety.

We are confident that our application of these control measures with respect to our particular school and its context will be clear, thorough and effective. I am confident that pupils and staff will adjust quickly to the new procedures in school, become accustomed to them and will enjoy all aspects of learning and living together.

We regret that at this moment in time we are unable to routinely welcome parents onto the school site. Adult to adult contact carries the greatest risk of COVID19 transfer and we must limit the risk as much as possible. Any parents on site will be by appointment only and with respect to social distancing of 2 metres at all times. Parents may approach reception, wearing face coverings, whilst being mindful of all others.

Finally, may I thank all staff who have contributed to the start of this extraordinary new academic year and to all parents who are supporting us keeping the school community safe.

Ewan Carradine  
Senior Deputy & DSL

[Back to contents](#)

# INDIVIDUALS MATTER

The wellbeing of each and every one of our pupils remains extremely important as we return to school. We know that your children have all had varying experiences of lockdown at home and of our period of remote teaching and learning. We also recognise that they will continue to react in different ways as we return to school this term.

Some pupils will feel positive about their experience over the past six months. They may have enjoyed spending more time at home and may have benefited from feeling that they have grown in independence and resilience.

There will be, however, many of our pupils who have found this period difficult. It may be that they or your family have been directly affected by illness or bereavement. In addition, the mental wellbeing of our pupils may have been negatively impacted by the long period of social isolation and remoteness from their usual routine or daily structure in school. This may bring anxiety about the present and uncertainty about the future, which can manifest itself in different ways, both emotionally and behaviorally.

On returning to school this term there will be some pupils who are thrilled to be back with us and who settle into Feltonfleet life with little difficulty, despite the changes to our "normal".

There will be others for whom returning to school or starting with us for the first time causes anxiety and worry. We are expecting this and we are prepared.

- The routines and structures that we have put in place for the transition back into school will be clearly explained to the pupils, in order that they feel safe and secure.
- Year Leaders have organised a robust induction period for the pupils, so that they feel informed and in control as they start the term in a new year group.
- Positive Living lessons and structured form time will provide pupils with an opportunity to communicate openly about how they are feeling.
- All staff will have received guidance about how to support our pupils' mental health as we navigate a return to school.
- We ask you as parents to continue to communicate promptly any concerns that you may have about your child. It is important that we have as full a picture as possible so that we can help.

Elizabeth Cherry  
Deputy Head Pastoral

[Back to contents](#)

# GUIDANCE & MEASURES

In order for this to be fully effective we require partnership and agreement from parents, staff and pupils to fulfil their responsibilities in line with the following information.

Whilst the priority must always be keeping all members of any school community safe, the overarching aim of the guidance is to enable all pupils to return to school in normal class sizes and receive a learning experience comparable to that of before school closures in March.

*'Having assessed their risk, schools must work through the below system of controls, adopting measures to the fullest extent possible in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils'*

[Guidance for full opening: schools - GOV.UK](#)

## Prevention

1. Minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID19) symptoms or have someone in their household who does, do not attend school
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene
4. Enhanced cleaning
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Where necessary, wear appropriate personal protective equipment

## Response to Infection

7. Engage with NHS Test and Trace
8. Manage confirmed cases amongst the school community
9. Contain any outbreak by following local health protection team advice

We are undertaking a rigorous and ongoing process of risk assessment in line with all coronavirus prevention and response requirements.

We ask you to take time to familiarise yourself with the following information links to enable your family and our school community to stay safe, well and reduce the risk of transmission.

### Stay at home if you or a member of your household presents with any symptoms

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

### Get a test for any member of your household with symptoms

[Testing and tracing for coronavirus \(COVID-19\)](#)

### Maintain safe social distancing and travel arrangements for your household by knowing what you can and can't do outside of school

[Coronavirus outbreak FAQs: what you can and can't do](#)

### Understand what parents need to know about the full return to school

[What parents and carers need to know about early years providers, schools and colleges in the autumn term](#)

### Understand what parents need to know about out of school settings (co-curricular clubs and wraparound care)

[Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)

[Back to contents](#)

# CONTACTS & DISTANCING

Prevention control measure 5. *Minimise contact between individuals and maintain social distancing wherever possible* must be considered carefully across the age range of pupils from 3 to 13 years. It is clear that pupils who are in the Early Years Foundation Stage are unable to social distance, but are more able to be kept in discrete groups. Conversely, as pupils progress through the Prep school, they are far more able to socially distance but change classes and groups more frequently as they access an increasingly discrete curriculum. Guidance caters for this scenario, as well as the extended hours, school travel and boarding.

*'...allow (pupil) mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day.'*

*'All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.'*

[Guidance for full opening: schools - GOV.UK](#)

## Adults

- Adults should maintain a 2 metre distance from other adults as much as they can.
- Adults who teach only within a specific year group, should keep maximum distance when possible but may need to be within 1 metre at times, especially with younger pupils. Close face to face contact should be avoided and time within 1 metre should be minimised.
- Adults who teach across year groups should try and keep their distance from pupils as much as they can.

## Pre-Prep

- It is recognised that younger pupils cannot be expected to social distance from each other or their teachers.
- We recognise that many of our pupils will be attending school for the first time in September. We are providing a safe environment that will motivate, inspire and encourage pupils' enjoyment of learning. Our priority focus is to ensure that pupils, staff and families all continue to feel a positive sense of belonging to the Pre-Prep as part of the Feltonfleet community.
- Our class sizes are smaller than those indicated as suitable for bubble groups in maintained primary schools and we are therefore also able to allow pupils to move between classes within their year group bubbles for some activities.
- In larger spaces and outdoor areas where activities can be more distanced, we can allow pupils to enjoy playing and learning at the same time as other year groups with an emphasis on keeping Reception and Nursery as our Early Years bubble and Year One and Year Two as our Key Stage One bubble.
- In Breakfast and Owls care either end of the day, we will be supervising pupils in groups that reflect their class, year group or key stage bubble, wherever possible.
- At lunch time pupils will sit by year group to respect the designated contact groups and minimise contact with others pupils outside their group.
- Pastorally each class is taught and supported by the same consistent adults through the week who form part of the same bubble. Where adults from beyond that bubble come to teach the class, they will distance from pupils and other staff wherever possible.
- We will therefore be ensuring the measures of hand and respiratory hygiene are implemented as part of our every day routine along with additional measures to clean the environment and resources.

# CONTACTS & DISTANCING continued

- Classrooms are being prepared to welcome pupils into age appropriate, safe and friendly surroundings in which they can develop their independence of learning.
- The flow of pupils in and out of toilets will be managed to avoid pupils from different groups using them at the same time, wherever possible. Hand washing will take place before leaving the toilets.

## Prep School

- Pupils from Year 3 and up are able to understand the need for, and practicalities of, social distancing, when explained clearly and discussed in the school context. Teachers of all year groups will consistently remind pupils at the start of each day and at the start and end of each lesson.
- Expectations to adhere to social distancing increases with age but we do realise however, that this will not always be at the forefront of their thoughts. Pupils will be reminded appropriately when they forget to keep a distance and are encouraged to remind each other in a kind and respectful manner.
- All pupils in Years 3 to 8 are set for some areas of the curriculum and are therefore considered in contact groups as whole year groups.
- When the Lower School (Years 3 & 4) access break, lunch and games at the same time, logistical planning will be implemented to ensure that they are clearly socially distanced. The same applies for pupils in the Middle and Upper Schools.
- **Toilets**
  - Lower School pupils will access separate toilets in the Lower School building. Year 3 will use the lower level toilets opposite class 3KMo and Year 4 will access the upper level toilets opposite 4JSt.
  - Middle School pupils will access the toilets in the Middle School changing room block.

- Upper School pupils will access separate toilets. Year 7 will use the toilets in the Upper School changing rooms, via the exterior doors only. Year 8 pupils will use the new toilets beside the CC Block.
- **Access Points & Movement**
  - 'Walk on the Left' will be applied in all areas of school at all times, both inside buildings and on pathways around the site.
  - Rowan Block and CC Block classrooms with external ground floor doors should be entered and exited by pupils using these access points only (*rooms 3, 4, A, B, C & D*).
  - Rowan Block - classes moving to upstairs rooms 5, 6, 7 & 8 in the Rowan Block will line up on the grass adjacent to room D under gazebos and wait for a member of staff to direct them inside, in order to respect distancing at changeover.
  - Rowan Block to CC Block internal corridor is off limits to pupils.
  - CC Block main doors are for upstairs rooms only. Enter via door adjacent to Rutherford Block and exit only via door adjacent to room D.
  - Year 3 enter and exit the Lower School via upper and lower doors opposite Headmistress's Lawn.
  - Year 4 enter and exit the Lower School via the rear lower door adjacent to the Year 2 House.
- **Water Fountains**
  - with bottle fillers will be accessible to pupils to fill bottles ONLY
  - with fountains for direct drinking will remain OUT of USE

# MEDICAL

Our school matrons and first aid trained staff will continue to provide an efficient and immediate service to all pupils who become unwell or suffer an injury whilst at school, in line with the latest Public Health England and Medical Regulatory advice. However much like many other healthcare facilities, we have needed to adapt and respond in light of the COVID19 pandemic, implementing extra measures to ensure the safety of all staff and pupils.

## PUPILS WHO EXHIBIT COVID19 SYMPTOMS

In certain circumstances our matrons may opt to wear extra PPE, such as aprons, gloves and masks. If a pupil becomes unwell on site, that pupil may be requested to wear a face covering as a precautionary measure, dependent upon their age and symptoms. This will not be done if it is likely that it will cause upset or distress to the pupil.

Any pupil who becomes unwell at school with symptoms related to COVID19 must be separated and supervised away from other pupils until Matron is informed and then collects them. The pupil will be asked to segregate from others whilst awaiting parent collection. This temporary segregation may be in Pre-Prep if the pupil is in Nursery, Reception or Year 1, or in the sick-bay adjacent to the dispensary on the Boarding floor for Year 2 or Prep School pupils. The matron will provide full support to the pupil throughout this difficult time. As per Government Guidelines, the unwell pupil will need an NHS COVID19 test and to self-isolate at home until the results are known.

# BOARDING

As a School, we are members of the Boarding Schools Association and will follow the recommendations published in the BSA 'COVID-SAFE charter' documentation. Looking closely at this advice and taking account of our unique setting and boarding model, we will implement the following procedures so that our provision aligns with the BSA guidance.

- 18 pupils maximum per night in the boarding house.
- 3-4 pupils maximum per dorm and from the same year group where possible.
- 1 pupil per bunk bed.
- Regular temperature checks.
- Consideration given to safe flow of pupils around the boarding house.
- Structured use of bathroom and toilet use so as to meet suitable occupancy.
- Ensure availability of PPE for pupils and staff as appropriate.
- Remove into storage any furniture not required, to ensure greater space.
- Designate use of social spaces to ensure hygienic operation.
- Communicate appropriate procedures for parents and carers dropping off and collecting Boarders from the House.
- Explain any procedures for welcoming new pupils and parents.
- Implement appropriate procedures and/or sanctions for accidental or deliberate infringement of social distancing requirements and any COVID19 related inappropriate comments.

[Back to contents](#)

# CATERING

Some of the arrangements for dining will be managed differently to minimise pupils mixing across contact groups, to respect social distancing and to ensure the highest level of health and safety. Our catering providers have themselves had to follow Government guidance and amend the way in which they prepare and serve food and then ensure everything is cleaned afterwards.

## Catering Protocols

- There will be enhanced handwashing and sanitation units throughout each Dining area.
- There will be an enhanced cleaning regime after each table has eaten.
- Pupils will sit at the same grouped tables with other pupils in their year group.
- Menus will be similar to pre-COVID with some adapted in order to ensure safe and efficient movement through the Dining Hall.
- All meals will be fully plated in the servery areas reducing the need to share serving utensils.

## Pre-Prep

- Pre-Prep staff will sanitise their hands before serving lunch or assisting pupils.
- Pupils will be sat in year groups to respect the designated contact groups and minimise contact with others pupils outside their group.
- Year 2 pupils dine in the Prep School Dining Room and will continue to do so in a more distanced fashion. They will be served in line with the arrangements for Prep School pupils, detailed below.

## Prep School

- Lunch will be served in both the Dining Hall and the Ashbee Theatre in order to enable social distancing. This arrangement will also enable year groups to dine completely separately and further minimise contacts.
- Dining Room - pupils will queue from the Terrace & enter the servery from the Terrace door, exiting via the Old Library. This measure will avoid pupils standing in the narrow corridor in the main building. Therefore, service flow will be the reverse of what has been in place previously.
- A mobile servery will be in place in Ashbee Theatre for one year group during each sitting.
- In both dining areas, catering staff will hold the tray for each pupil and plate as desired for each pupil, finally passing the tray to the pupil once complete, at the end of the servery.
- Pupils will sit on tables of no more than 6, this number may be reduced to 4 where possible, in a staggered fashion.

# TRANSPORT

The provision of transport services through both the School's minibuses and Danny Putt's coach will continue as normal from Thursday 3rd September.

- All pupils and adults should sanitise their hands before and after using school transport.
- Drivers will take responsibility for sanitising their buses before & after each trip.
- Face coverings are required to be worn on school transport by pupils in Years 7 & 8 only. These pupils must carry a ziplock type bag to store their mask during the school day.
- Drivers on school transport may wear a face covering if they choose to do so.
- Minibuses & the coach will pick up each morning from their respective stops & allow pupils to disembark adjacent to the Terrace gate.
- Pupils will embark on their bus/coach from the same location each afternoon.
- Teachers will take responsibility for accompanying pupils to the Terrace where they will wait to board the buses.
- Pupils will be socially distanced on the vehicles wherever possible & will take direction from drivers as to where they should sit.
- On the coach, pupils will be asked to sit in year group order.

# DROP OFF & COLLECTION

Unfortunately, due to the need to socially distance, we cannot enjoy the familiar social pick up with parents accessing the internal school site. Please ensure that you and your family maintain a social distance of 2 metres from other families when dropping off and collecting your children.

## Pre-Prep

We ask that once you have dropped or collected your children that you move away from the gates or location to allow others to enter and leave.

Car sharing between families is not advised as this creates a close contact.

Year	Drop Off	Drop off Place	Collection	Collection Place
Breakfast	7:30 - 8:00	Calvi House Green Gate		
2	8:00 - 8:45	Fountain Courtyard Main Building	3:20 - 3:30	Fountain Courtyard Main Building
1	8:00 - 8:45	Brown Gate at Calvi House	3:20 - 3:30	Brown Gate at Calvi House
Reception	8:00 - 8:45	Green Gate at Calvi House	3:20 - 3:30	Green Gate at Calvi House
Nursery	8:00 - 8:45	Green Gate at Calvi House	12:00 or 3:15 - 3:30	Green Gate at Calvi House
Owls			3:30 - 6:00 (Mon - Thurs) 3:30 - 4:30 (Friday)	Green Gate at Calvi House

## Prep School - Drop Off

All pupils arriving by car should either be dropped off at Drop'n'Go, using the correct car lane only, or walked to the Drop'n'Go pedestrian walkway by an adult (*Upper School pupils may walk unsupervised*), adjacent to the crossing patrol. Following our period of partial closure, Drop'n'Go returns to previous timings by starting at 07:55 and finishing at 08:15. Parents arriving after this time should park in the car park and chaperone pupils to the reception entrance.

## Prep School - Collections

### Lower School Collection @4:05pm

- Year 3 parents should access the Fountain Courtyard - pupils will be released from the glass Ashbee Corridor.
- Year 4 pupils will be brought to the grass area beside the Calvi House drive from where parents will be able to collect.

### Middle & Upper School Collection @4:20pm

- Years 5, 6, 7 & 8 pupils will be brought to separate areas on the Calvi House drive and grass area from where parents will be able to collect (Astro on a Friday).

### Lower School Prep & Clubs Collection @5:05pm

- Year 3 & 4 parents should access the Fountain Courtyard - pupils will be released from the glass Ashbee Corridor.

### Middle & Upper School Prep & Clubs Collection @5:20pm

- Year 5, 6, 7 & 8 pupils will be brought to separate areas on the Calvi House drive and grass area from where parents will be able to collect.

[Back to contents](#)

# TEACHING & LEARNING

## Protocols

We aim to deliver an excellent educational diet and experience for the pupils across all areas of school life. We plan to use all classrooms, facilities, resources and outdoor areas. This will involve pupils working independently, creatively and collaboratively. It is important that we follow health and safety procedures and that pupils adjust to the important routines we will seek to establish.

- All teachers (as far as possible) will adhere to a social distancing of 2m.
- Entry to and from the classroom will be controlled by the teacher.
- In Years 3 to 8, pupils in Form Time and different subjects and classrooms will follow a seating plan that will allow us to track 'contacts'.
- As far as possible desks should face forwards, but pupils will be able to work in classrooms with fixed wide desks, such as in the DT workshop, the Science Labs and the DL Suite.

In terms of digital devices it is important to note that Chromebooks will only be available to pupils in Middle School for Prep and not during lessons. This is to allow for thorough and rigorous cleaning, facilitating Prep sessions which rely on access to our Firefly online platform. Pupils in Upper School will each have their own iPads. iPads that are used with other year groups will be cleaned after each use.

Guidance on shared resources states: *"For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles."*

## Pre-Prep

- When appropriate to the learning and age of pupils, chairs will be forward facing and close face-to-face contact between adults and pupils will be avoided.
- Much of the learning in Pre-Prep involves pupils moving from chairs and tables to the floor, indoors and outdoors; classroom environments and furniture will remain flexible in organisation to allow for necessary pupil to pupil interaction and child led learning.
- Equipment that is shared between pupils will be cleaned regularly and where appropriate to the learning, each pupil will be provided with their own pencils and smaller items.
- In Pre-Prep feedback on pupils' written work and learning will be mostly verbal and immediate rather than written. Where pupils' learning is recorded on SeeSaw, teachers will feedback using the most appropriate method for each pupil.
- Pre-Prep pupils will select their books for home reading from a selection stored in their classroom bubble and returned books will be stored for 72 hours before being returned to the classroom selection.
- In specialist areas (PE, Art, DT, DL, Music, Science) there will be an enhanced cleaning regime where there are shared resources and equipment with risk assessments in place describing infection control measures.

# TEACHING & LEARNING continued

## Remote Teaching and Learning - Contingency Plan

Schools are advised that 'remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.'

The guidance stipulates: *when teaching pupils remotely, we expect schools to:*

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

In the event of a local lockdown leading to the full closure of the site, our Remote Learning Policy clarifies our strategy and practice, namely communication of our bespoke timetable and lessons via the Pupil Remote Learning Centre within Firefly. A blend of video teaching input, and online tutorials utilising Explain Everything, video conferencing via Zoom, and

Seesaw online portfolios facilitating assessment and feedback of learning outcomes will be utilised. This strategy will also be applied in the case of an entire year group self-isolating for a defined period of time.

For individual pupils and small groups, who are self-isolating or asymptomatic and therefore unable to attend school for a defined period of time, the following 'blended' approach will apply:

- Names of the affected individuals will be communicated to the relevant teaching staff.
- Form Tutors will make contact with affected pupils in their form to identify any pastoral or academic concerns.
- Subject teachers will post a lesson for the week onto the Pupil Remote Learning Centre, featuring the primary teaching input (video / Explain Everything) and an explanation of tasks which may be completed remotely. Subject Leaders will guide departmental colleagues with regard to the most appropriate tasks, which will align where possible with the classroom curriculum for the week. Set learning tasks should reflect the weight of their timetable allocation for the week.
- Pupils will be expected to submit evidence of completed learning tasks via Seesaw which are in line with the tasks set, and reflect the weight of their timetabled lessons for the week in each subject.
- Where necessary, subject teachers will be able to offer further support. This may be via email, phone call, SeeSaw or Zoom. Where this happens via phone call or Zoom, the subject teacher will contact parents in advance to organise.

Pupils who are symptomatic and therefore absent through illness will not be expected to follow the Remote Teaching & Learning provision, though as their symptoms lessen, the above resources may support their ability to catch up on missed learning.

[Back to contents](#)

# CO-CURRICULAR

Health and Safety procedures will be embedded within the co-curricular life of school activity with additional measures where necessary to ensure that every child and adult remains safe and well.

We will review and assess all guidelines in line with government policy throughout the term and year ahead. Our approach will include the following:

## Pre-Prep

Pupils in Year 2 will be offered a co-curricular programme based on small consistent groups. Some clubs will be provided by Feltonfleet staff and some by external providers who have been suitably vetted.

## SPORT

- Each sport has a 'return to play' framework, from its respective National Governing Body (NGB) which outlines the safe return of the sport and the types of adaptations to be made. These will have been approved by the Department of Culture, Media and Sport.
- Pupils will be expected to adhere to health and safety measures and guidelines.
- Core sports for the first half term will be hockey and football.
- Team sports will be available in line with NGB frameworks and DoFE guidelines.
- DoFE guidelines stipulate no contact sport in school, therefore we are unable to offer Inter or Intra school fixtures in the short term.
- The PE programme of events has been modified to make the most use of outside space.
- Indoor space will be used only if required, where the largest space possible will be used.
- Equipment sharing will be kept to a minimum, and equipment will be cleaned before and after each session.

- A one-way system and staggered timings will be used for the swimming pool and changing rooms.
- Swimming is planned to start for 'safe swimmers' from Years 2 to 8 as coaching will be done from the poolside.
- Pupils will attend school in sports kit to reduce the need for changing.
- Games kit bags should contain a replacement kit where pupils need a dry kit following a sports session.
- Medical first aid will be administered in line with all relevant guidance.

## MUSIC

### Peripatetic Music Teachers - Guidance

- Pupils and staff will sanitise their hands at the start and end of every lesson.
- Pupils will wait outside rooms before lessons. Reminders will be posted on the doors.
- Pupils and staff must always maintain social distancing where possible.
- No contact must be made between any equipment that is being used either by the teacher or the pupil – separate copies of music and stands must be used, pupils can take their own notes, or if preferred staff can write notes digitally for the student.
- Hand sanitiser and anti-bacterial wipes will be in each of the practice rooms for use by staff and pupils, provided by the School.
- Practice room windows will be open, with blinds raised to increase ventilation.
- Brass, woodwind and singing: practice rooms will contain a perspex screen that must be placed between each teacher and pupil.
- Between each lesson, staff will be required to clean items that have been touched or used by the pupil, e.g. handles, light switches, music stand, chair, perspex screen, piano.

# CO-CURRICULAR continued

- A one-way system will be signed for pupils: entry through the upstairs fire escape and exit through the main downstairs doors.
- Changes in teaching day/times must be agreed with the Director of Music in advance.

## Music Curriculum & Performances

- Instruments will not be shared without being cleaned thoroughly by staff.
- Singing will be distanced and group sizes will be no more than 15.
- Audiences will be by invitation only and limited in number according to COVID19 guidelines for gatherings.

## DRAMA

- LAMDA lessons will resume with social distancing measures in place.
- There will be a Year 5 small scale stage adaptation.
- Audiences will be by invitation only and limited in number according to COVID19 guidelines for gatherings.
- The Year 7 play in the Spring term will be a play rather than a production due to restrictions on singing. Rehearsals for the production normally commence in the Autumn term.