



ROEDEAN



Ensuring a COVID-Secure
School Environment

Autumn 2020

PUPILS

WELCOME TO ROEDEAN

We are looking forward to welcoming you to Roedean in the new academic year



I am sure that we are all looking forward to bringing all the Roedean community together in September.

The Coronavirus pandemic has led to a level of upheaval and change that none of us could have imagined as we began 2020. We have all had to make adaptations to our daily routines to keep ourselves and other members of the community safe. We have been asked to show a high degree of compliance as guidance and health advice has continually changed to keep pace with research and circumstances.

As we begin the new term at Roedean, there will be many new rules and measures to follow for staff and pupils, and it will be a challenge for all of us to adapt to our new environment. At the heart of these new measures lies one simple principle: we are making these changes to keep all members of the community safe and healthy. We must support each other in this endeavour and view it as a collective effort to care for one another and demonstrate our social responsibility as we have always done. There will be times when we forget a new rule or make a mistake and it is at these times we need to be at our most supportive and caring, and positively reinforce our core aims.

If we are able to do this as a community, we will emerge stronger and more united than ever. Although these remain uncertain times, Roedean has been very proactive and successful in managing the impact of the pandemic, and I am looking forward to seeing the girls and staff return to School over the next few weeks.

Oliver Blond, Headmaster



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Principles of a COVID-Secure School and Working Environment



These principles are designed to make everyone in our community feel safe and comfortable at Roedean:

- To ensure that all pupils continue to receive a high-quality education
- To create an environment where it is safe for everyone to return to School
- To keep people secure, and avoid contact with people who are unwell
- To ensure that effective protective measures for girls and staff in place
- To follow all statutory guidance and best practice
- To reduce the number of contacts between individuals during the school day
- To ensure control systems are in place to reduce the risk of transmission
- To reduce contact with people outside of the school community

Six Point COVID Prevention Plan



This six-point plan is intended to underline the main areas of focus to keep our entire community safe and protected:

- 1. Social Distancing – everyone is required to maintain social distancing of 2 metres wherever possible** – measures will be in place to support this, for circumstances where 2 metres is not possible, including the formation of bubbles, one-way systems, staggered lunchtimes, and use of face masks in designated areas
- 2. Respiratory Hygiene – everyone is required to use tissues and dispose of them correctly, adhering to the requirement to ‘catch it, bin it, kill it’**
- 3. Hand Hygiene – everyone is required to wash their hands frequently and use hand sanitiser** – including on entry to school, when moving between locations, after breaks, and before and after eating
- 4. Cleaning Regimes – everyone is required to support the enhanced cleaning regime** in keeping surfaces and resources clean.
- 5. Covid Symptoms – no-one should attend school if they have suspected or confirmed symptoms, or are in quarantine, including having been in contact with someone with confirmed symptoms** – everyone with symptoms must engage with the NHS ‘test and trace’ and will be isolated; staff and day girls will leave the site, and boarders will be isolated on-site.
- 6. Face Masks – everyone must have their own supply of face masks** which must be worn in all areas where social distancing cannot be guaranteed, and can be worn at all other times if preferred.

Strategies for the Prevention of COVID



BUBBLES AND SOCIAL DISTANCING



To introduce **bubbles** to separate pupil cohorts



To implement **social distancing** both within and outside bubbles

INDIVIDUAL HYGIENE



To introduce robust procedures for **hand hygiene**, which include hand washing or sanitisation



To require the wearing of a **face mask** in designated areas



To introduce robust procedures for **respiratory hygiene**

CLEANLINESS AND SANITISATION



To ensure enhanced **cleaning** regime



To reduce **physical transmission** through surfaces

REDUCING CONTACT



To ensure those **self-isolating**, and all **suspected** and **confirmed cases** are separate from the community



To reduce **external contacts** through trips, visits and visitors

RIGOROUS PROTOCOLS AND PROCEDURES



To implement **departmental and area protocols** in line with these principles, strategies and government guidelines and best practice



To carry out rigorous **risk assessments** ahead of all school activities

FAQs



The following frequently asked questions should give you a clear understanding of the measures you will need to follow when you return to School to make sure that you are safe.

There will be time during your induction programme for you to explore these issues and ask any further questions you have.

Members of staff will also be available to support you throughout your day and ensure you are clear about the measures.

What do I need to bring to School each day?	<p>A face mask (and a spare) and a small plastic bag to keep your mask in when not in use</p> <p>A personal bottle of hand sanitiser and a pack of tissues</p> <p>A full set of stationery, including a calculator – you will need to avoid sharing your equipment with other pupils</p> <p>All the books you need for that day only</p> <p>A break time snack (nut free) and filled water bottle</p> <p>You may bring your mobile phone to School, but it must be switched off when you arrive, and you must put it in your bag, where it should stay until you leave School at the end of the day</p>
Will I need to come into School through a specific entrance?	<p>Yes, we will make four different entrance points available for pupils arriving in the morning:</p> <ul style="list-style-type: none">– Years 7 and 9 – Main Entrance– Years 10 and 11 – Entrance to the main corridor by House 4.– Years 8 and 12 – Entrance to the Old Ref– Year 13 – Entrance to Keswick or Main Entrance. <p>Day pupils will no longer enter or exit through the front door of the boarding houses</p>
What hygiene measures will I need to follow?	<p>We will all need to wash and sanitise our hands frequently throughout the day, but there will be a requirement to use sanitiser at the following times:</p> <ul style="list-style-type: none">– on entry to the School– when moving between rooms and different areas– after breaks– before and after eating– when using school transport <p>Hand sanitiser is available in every room, and on entry points to the School, the Houses, and minibuses – all pupils should also carry their own personal bottle</p>

Will I need to wear a face mask when I am in School?	Everyone must have their own supply of face masks – these can be disposable masks or machine-washable masks. Scarves or other items of clothing are not an alternative to a well-fitting face mask
	Face masks will be worn in all indoor communal areas where social distancing cannot be guaranteed – communal areas will include corridors and the Dining Rooms, and school transport
	You will not need to wear a face mask in classrooms or year group Assemblies, because you will be in your bubble and the environment will be set up safely – if there are any classrooms where masks need to be worn, your teacher will let you know
	Everyone is required to use tissues and dispose of them in a bin, following the ‘catch it, bin it, kill it’ guidance
Will the School site be cleaned more regularly?	Yes, frequent, thorough cleaning regimes are in place to ensure all rooms, touch-points, and equipment are disinfected
	Bathrooms and toilets will be checked frequently throughout the day and re-stocked with soap and hand sanitiser
What are bubbles and how do they work?	All pupils will belong to a year-group bubble – this means that you will spend all of your lessons, tutor time, Assemblies, Chapel services, activities, and mealtimes with your year-group
	All boarders will also belong to a Boarding House bubble. You will be able to mix with pupils from other year-groups in your house.
	Boarders from the same year group will be able to meet outside of their houses.
Where will I have my lessons?	All year groups will have tutor group zones e.g Year 7 zone will be the English rooms and Main Corridor.
	Years 7-9 will have the majority of their lessons in these zones, but will come out of them to use specialist rooms such as labs and Art rooms
	There will be specific study spaces allocated to each year-group: <ul style="list-style-type: none"> – Years 7-9 will study in their tutor groups zones – Year 10 will use the Library – Year 11 Study Passage, the Library Mezzanine, and House ODRs – Year 12 will use the Old Ref and Horizons and boarders are permitted to use their rooms – Year 13 will use Keswick and boarders are permitted to use their rooms

Are there any changes to the uniform?	<p>Yes. We recognise that pupils only have one blazer and tie, and that they are not items that can be cleaned frequently – you will, therefore, not need to wear your blazer or ties until further notice</p>
	<p>You may wear your blue summer blouse or your white shirt. Jumpers may also be worn</p>
	<p>If you have PE, training, or an activity that requires you to wear PE kit, you should come to School in your PE kit and wear it throughout the day – you may bring your second PE top or tracksuit top to wear after your activity. Changing will not be possible at this time.</p>
Will there be one-way systems around the site?	<p>Yes, there will be one-way systems around the School to prevent congestion</p>
	<p>You will see lots of new signs to support you in walking on the left and using the correct routes between buildings</p>
	<p>We will all need to keep moving in corridors and not stop to congregate or chat</p>
Are there parts of the School site that will closed or restricted?	<p>The vast majority of the School site will be open and accessible</p>
	<p>Day pupils will not be permitted to go beyond Study Passage and the JPRs when visiting the Houses</p>
	<p>In order to keep the boarding environment clean, the GDRs, ODRs, Hobbies Rooms, Drawing Rooms, House Office, and Boarding Floors will only be accessible for boarding pupils</p>
	<p>Horizons will remain closed for the first part of the term, but this will be reviewed</p>
Will I be able to use a locker?	<p>To keep the JPRs and other spaces in the house clean and support social distancing, lockers will not be available to pupils until further notice – therefore, you must ensure you pack your bags carefully and bring all the books you need to school each day; boarders will be able to return to rooms to collect books and equipment at break and lunch</p>
What will my experience be like in the classroom?	<p>You will wear your face mask until you arrive at your classroom – you will use hand sanitiser on entry to your classroom and be able to remove your mask once you have taken a seat</p>
	<p>You may keep your face mask on if you wish to do so</p>
	<p>You will be expected to keep a 2m distance from members of staff wherever possible – tape will mark out an area where your teacher can maintain a 2m social distance from pupil desks</p>
	<p>At the end of the lesson, you will be asked to put on your face mask and clean your desk and chair using paper towel and spray – this will ensure the desk is nice and clean for the next person</p>

<p>What will happen at breaktime?</p>	<p>Boarders may use the toilets on their own boarding floors and collect any books or equipment they may need for the next two lessons – day pupils and boarders are free to use the Study Passage toilets</p> <p>If the weather is fine, all pupils will go to their outdoor zone at break time – additional seating will be provided for pupils in these areas</p> <ul style="list-style-type: none"> – Year 7 – Cloisters – Year 8 – Grass area in front of DT and behind Science – Year 9 – Grass area outside of the Theatre – Year 10 – Front Quad – Year 11 – Grass area outside of the Old Ref – Year 12 – All outdoor areas to the rear of Keswick House – Year 13 – All outdoor areas to the front of Keswick House <p>You will need to bring your own snack for break time and ensure you have a full bottle of water which can be re-filled during the day</p> <p>If the weather is bad, Years 7-11 will go to their form rooms, Year 12 will go to Horizons or the Old Ref, and Year 13 will use Keswick Hall and Keswick Dining Room</p>
<p>How will mealtimes be organised for boarders?</p>	<p>Boarders will eat their meals in their boarding house bubbles and have a dining room allocated to them – breakfast and supper times will be staggered to prevent overcrowding in the dining areas</p> <p>There will be special arrangements for weekend meals, and the House Staff will explain these to boarders during boarding induction</p>
<p>How will weekday lunchtimes be organised?</p>	<p>At the start of the lunch period, all pupils will return to their tutor rooms to drop off their bags: in good weather, you will then go to your outdoor year group zone, and your Head of Year will then invite you to the dining room when it is time for lunch; in bad weather, you will remain in your tutor rooms and wait to be invited to the dining room – after eating, all pupils will return to their year group zone</p> <p>All pupils will sanitise their hands on entry into the dining room and continue to wear their mask until they have sat down to eat</p> <p>Food will be served by the catering team, and drinks, cutlery, and napkins will already be on the tables – pupils may visit the chiller cabinets to choose salads and cold desserts</p> <p>Dining facilities, classrooms, and communal spaces have been set out to provide safe social distancing – we will all need to ensure the tables and chairs stay in their set positions</p>

<p>Has the school day changed?</p>	<p>There will be a new school day from the start of term and the outline is below:</p> <ul style="list-style-type: none"> - 08:20-09:20 – Lesson 1 - 09:25-10:25 – Lesson 2 - 10:25-10:45 – Break - 10:45-11:45 – Lesson 3 - 11:50-12:50 – Lesson 4 - 12:50-13:35 – Lunch - 13:35-14:35 – Lesson 5 - 14:40-15:40 – Lesson 6 - 15:40-16:05 – Tutor/Chapel/Assembly - 16:10-17:15 – Co-curricular Activity Slot (Monday to Thursday) - 17:25 – Minibus Departure (Friday depart 16:15) <p>Lessons will be 60 minutes long and will begin at 8:20am.</p> <p>Tutor period has been moved to the end of the day, to ensure lunch is not too late and classrooms do not need to be disinfected ahead of Period 1</p> <p>To reduce movement around the school during lunchtime, there will be one Activity slot at the end of the day</p>
<p>Will there be Assemblies and Chapel services?</p>	<p>Assemblies will happen once a week and will be with your year group</p> <p>You will attend a Chapel 2-3 times each half term in your year group</p>
<p>Will school trips and weekend activities still be able to run?</p>	<p>Residential trips will not be possible this term and this will be reviewed.</p> <p>Day trips will be possible and the details of these will be shared.</p> <p>The House Staff will plan an imaginative programme of on-site and off-site activities at the weekend for boarding pupils</p> <p>It will not be possible to run the shopping trips in the same way as previously, and details of shopping opportunities will be shared with boarding pupils</p>
<p>Will there be special arrangements for using School transport?</p>	<p>Yes, all pupils using the minibuses will need to follow some simple measures:</p> <ul style="list-style-type: none"> - as far as possible, pupils should sit next to others from their year-group bubble - all minibus routes will have seating plans - face masks must be worn for the duration of the journey - hand sanitiser must be used on entering the minibus - minibuses will be ventilated at all times - drivers will wear PPE, and vehicles will be cleaned and sanitised after each journey

What measures will I need to follow if I use public transport to get to School?	You will need to wear a face mask when travelling on public transport – this is currently the law and so needs to be followed
	Avoid touching surfaces when on public transport, and wash and sanitise your hands when you arrive at School
	When you arrive at School you should change your mask for a clean one.

What should I do if I am unwell?

What if I am unwell at home?	You must not come to school
	You parent should alert the School by emailing attendance@roedean.co.uk
	You parent should also alert Miss Bye immediately if they have tested positive for Covid-19

What if I am unwell during the School day?	You must alert a member of staff if you feel unwell
	You should put on a face mask and proceed via an outdoor route to the Health Centre , avoiding contact with other pupils and staff
	You will be seen by the Health Centre staff and placed in the Health Centre isolation room until you can be collected by parents
	Your parent should book an NHS test at the first opportunity

What if I am unwell during the evening?	You must alert a member of staff if you feel unwell
	You should immediately put on a face mask , return to your boarding room, and pack an overnight bag
	You will then transfer to the Health Centre isolation room via an outdoor route and remain there until your NHS test
	You will be cared for safely by boarding and health centre staff

What are the arrangements for boarders who need to self-isolate?	Any pupil who has any relevant symptoms will remain in the Health Centre isolation facility until they have taken an NHS test
	If the test is positive, they will remain in isolation for a minimum of 10 days, and will be cared for by boarding and health centre staff
	If the test is negative, but the pupil remains unwell, they will stay in the isolation room and seek further medical advice
	If the test is negative and the pupil feels better and has no relevant symptoms, they will return to school

NHS Test and Trace	Anyone asked by the NHS Test and Trace service to self-isolate for 14 days must do so, and alert the School immediately.
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Coronavirus

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

Use a tissue to turn off the tap.
Dry hands thoroughly.



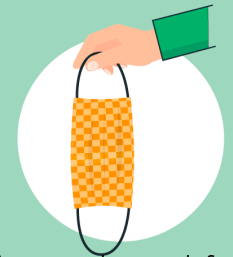
HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



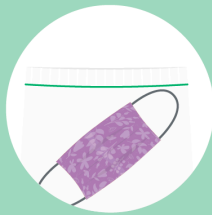
Clean your hands before removing the mask



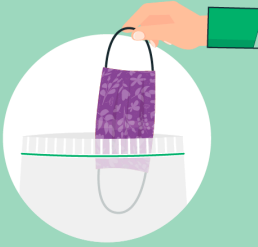
Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag

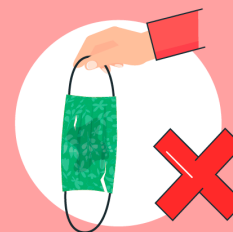


Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.



World Health Organization



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