



# Durham School

Co-educational Day & Boarding 3 -18  
Confidence for Life

Durham School  
Durham  
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18<sup>th</sup> May 2020

Dear Parents

After receiving further guidelines from the Government towards the end of last week, I write to outline some of the general processes for the anticipated first phase of the opening of School for children in FS1, FS2, Y1 and Y6. This is a summary of practical measures from our detailed and comprehensive risk assessment and further operational guidance will follow.

Whilst we are all desperate to see each other again in the flesh, this will not be the 'normal' Bow at this time but a carefully managed version to make sure we can get children and staff back into school by maintaining the highest safety measures possible. It has been acknowledged in the guidance from the government, particularly with smaller children, that social distancing is extremely difficult to maintain, and whilst we will encourage staff to do what they can, we know that when working with and nurturing children this is not always possible. This is why I ask every member of the Durham School family to respect the guidance in place and work with us for the safety of everyone.

The beauty of being a small independent school means that our class sizes are at a level that makes following the government guidance more manageable. However, with restrictions of 15 children or less within a bubble group and with guidelines on social distancing, room allocations and staffing need careful consideration and planning. Our aim is to follow the recommended practice of creating 'bubbles' that will run independently of each other as much as is feasibly possible.

Some measures that are being put into place are listed below but they are by no means exhaustive, and are subject to change:

## General Organisation

- Phase 1 return will include children from EYFS, Year 1 and Year 6 but there will be a staggered introduction of these age groups to help with the reintroduction into school.
  - Year 1 and Year 6: **Monday 1<sup>st</sup> June**
  - FS2 children: **Wednesday 3<sup>rd</sup> June**
  - FS1 children: **Monday 8<sup>th</sup> June**
- Pupils in Years 2-5 will continue to receive remote learning. Supplementary information for this next phase will follow in due course.
- **EYFS and Year 1 children will attend the Bow site** (further guidance for these measures will follow).
- **Year 6 children will attend the Senior site** (further guidance for these measures will follow).
- Further year groups (Y2-5) will be phased in when advice is received from the government.

- Each class will form a 'bubble', ie. these children will mix together but will not mix with children in other bubbles. These will be based on current Form groups as is reasonably possible but staff from across Bow may need to be utilised to support these groups.
- We will utilise outdoor space as much as possible, particularly in the younger years where social distancing is more challenging.
- Pupils will remain in their designated classroom and specialist teachers will, where possible, visit their classrooms, maintaining social distancing where possible or provide remote teaching.
- There will be no extra-curricular activities at this point while we are still advised to avoid mixing year group bubbles.
- Before and after school care will be limited and this information will be released as soon as possible.

#### **Parent/Visitor Access**

- Parents will not be permitted into school buildings other than in an emergency.
- Arrangements for drop off and collection will be confirmed in further operational communication but is likely to be staggered and/or zoned.
- No parent will be allowed in the playground.
- Parents and children must maintain the 2m socially distancing rule when approaching the gates for drop off and pick up.
- No visitors will be able to enter the school building without the permission of the Leadership Team.

#### **Snacks and Lunches**

- School will provide packed lunches and snacks which will be eaten in the designated classroom or specified outside area.
- Break times will be staggered and/or zoned;
- Pupils and staff will wash their hands regularly, at the change of each activity and before break, after break, before eating and after any outdoor activity.

#### **Health and Hygiene**

- Pupils and staff will need to wash hands before they leave home and as soon as they enter the school building.
- Cleaning of frequently touched surfaces will take place regularly.
- Deep cleaning will take place each night.
- Objects and resources that cannot be cleaned will be removed from classrooms.
- Handwashing education will be revisited and regular times designated.
- Hand sanitiser is available in school.
- The school will continue to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- PPE (face coverings and gloves) are available for staff members

If a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Under no circumstances should a child with any symptoms of illness, COVID-19 or sickness and diarrhoea be brought to school. We reserve the right to turn away children in that case.

## Clothing and Resources

- Pupils and staff may not use school bags but will need to bring belongings in a pillow case or carrier bag. A pillow case can be washed at the end of each day. Plastic bags can be disposed of at home.
- Children may wear home clothes and footwear that is suitable for periods outside.
- Children and staff should shower/bath as soon as they return home.
- Clothes should be freshly laundered as well as washed on return to home.
- A thick, washable sweatshirt should be used as an alternative to a coat.
- Children and staff should bring as little as possible to and from school, so school books should stay at school along with a pencil case and equipment. Younger pupils will be provided with their own resources which will not be shared.
- Any items that need to go to and from school will need to be wiped down before they leave home and again on return to school.

## Keeping in Contact

- Parent meetings for all year groups will be conducted on the phone or by electronic communication.
- Regular written communication will be sent home to address queries and concerns across all year groups.
- All year groups will receive pre-term contact with their Form Teacher in the week beginning 25<sup>th</sup> May.

Further guidance can be found here: <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

**SURVEYS: Please complete by Wednesday 20<sup>th</sup> May, 10am**

**Phase One Opening:** To ensure that we are as prepared as possible, please complete the form [here](#) to enter information that will assist us in the planning of phase one opening. It is important that we are aware of any children who will not be attending school because they are or are living with a clinically vulnerable person.

**Key Worker Supervision:** We have been able to maintain our Key Worker Supervision throughout the full closure due to manageable numbers accessing our provision. Our aim is to continue to support families with children in the year groups that are not currently eligible to return to school. However, this is a challenging task and we would ask that you only submit a request [here](#) for this support service if you are a critical worker and there is no safe alternative for your child.

Key Worker Supervision will be available for the hours **8.30am-4.30pm**

***We may all be in the same storm but we are not sailing in the same boat.***

I know that this is a worrying time and we all have different opinions, fears and concerns. We are all in very different positions, some are finding supporting learning from home a challenge, others are finding working from home impossible, others have a fear of returning to school and/or work. None of these fears are wrong; we are all different, our children are all different and that is what makes us all so special. My message is to be kind, think of others, have empathy and an understanding that this is difficult for everyone. We have a wonderful school community and we will, eventually, see the other side of this.

Thank you for your continued support.

Kindest regards,

S L Harrod

**Head of Bow, Durham School**



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Durham School (1414 - present)



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