

To: All Durham School Staff and Parents.

From: Director Operations, Durham School.

May 2020

Return to School Administrative Instruction

Introduction

1. Firm plans have yet to be determined for the reopening of schools in England. An essential element of a successful return to school will be for all concerned to have confidence in the wider measures being put in place to provide a safe environment for those returning. Accordingly, it was thought to be important to inform the Durham School Community of the risk assessment that underwrites safe operating procedures and to outline the administrative plans to enable the safe return of pupils and staff to the school sites when directed to do so by the Government. This instruction is underwritten by a comprehensive risk assessment and will be complemented by further communications concerning pedagogical aspects of how the School will operate. Furthermore, its implementation will be subject to further guidance and timings outlined by the Government as the road map out of lockdown emerges.

Risk Assessment

2. A comprehensive risk assessment (applying to both Bow and the Main School Site) relating to the school's operation during the Coronavirus (COVID19) has been completed. A copy is issued with this document: it must be read by all staff before returning to the school site and it recommended that parents read it before their children return to the School.

Timing

3. The School will only open in accordance to Governmental direction.
4. It is likely that schools will be opened to different year groups in phases. Once further direction is received a separate instruction will be issued stating when each year group will be allowed to return to school.
5. Boarding will not be available.

Pupil Groupings

6. Pupil groupings will be determined according to how safety can be best provided. It is likely that day to day life at school will be conducted in Year Groups and class cohorts with the extant House structure assigned to enable a 'home base' for differing cohorts. This temporary realignment of use of the School's buildings notwithstanding, pupils will remain a member of the House they are already in and Housemistresses and Housemasters will continue to be responsible for the provision of pastoral care. Confirmation of overall pupil structures will be subject to a separate instruction.

Travel to School

7. Where practicable to do so walking or cycling to school should be considered – parking for bicycles will be provided in the Brett Quad.

8. The use of public transport should be in accordance with Governmental recommendations – notably to comply with social distancing as best as is possible and to wear a face mask.

9. The Durham School minibus service will be suspended until further notice: this includes the pickup from Durham station.

10. For those driving their children to school:

10.1 At Bow it is not possible to safely drive through the site, so children will need to be delivered to the gate as is normally the case.

10.2 At the main school site one way rolling drop-off and collection circuits will be established as follows:

10.2.1 Circuit 1. Enter the Grove from Quarryheads Lane, drop off outside MacLeod House, and leave via Pimlico or South Street.

10.2.2 Circuit 2. Enter The Caffinites drive from the Grove, drop off outside main entrance to The Caffinites House, leave onto Quarryheads Lane.

10.2.3 Circuit 3. Enter Main school site, drop off outside Art and DT Block and leave via Kerr Arch.

11. Pupils who are able to will be allowed to drive to school.

On Site Parking

12. The Caffinites loop must be left free of parked cars.

13. On-site parking will be allowed as follows:

13.1 Any pupils driving to school are to park on the lower half of the Vallance Drive.

13.2 Staff may park on:

13.2.1. The area at the top of Poole House Drive, but not in front of Poole House or on the drive itself.

13.2.2 The top half of the Vallance Drive and around the Vallance building.

13.2.3 The Quad.

13.3.4 If further parking is required a part of Top Ground will be allocated accordingly.

Daily Routine

14. Children must know where they are to report to on arrival at school.

15. Assemblies will be in class groupings.

16. Timetable details will be provided by separate instruction.

17. Layout and occupancy levels in classrooms will conform with Government guidelines; notably some lessons may be delivered in classrooms, and indeed other places across the school not usually used for a particular subject.

18. Where practicable, teachers will move to pupils rather to reduce the need for pupils to move around the school site: when necessary pupil movement will be in single file with a distance of 2M between individuals and supervised by an adult.

19. Pupils will be directed to a specific location for breaks where they will be supervised throughout - where possible this will be outside.

20. Pupils will need to have left the school site by 1700hrs daily.

Feeding

21. Refreshments will be provided at break. Pupils should bring a bottle of water to school each day.

22. Packed lunches will be provided to both pupils and staff. The content will, within the constraints of a pack type lunch, vary. Lunches will be taken to pupils rather than eaten centrally.

Dress

23. School uniform for pupils and normal work clothing for staff are not necessary: instead everyone should wear comfortable clothing and footwear (akin to that which would be worn on a school outing) that is suitable for both classroom work and other activities. Clothes should be freshly laundered each time worn.

Personal Protective Equipment (PPE)

24. The requirement to wear PPE will reflect Government guidance: where necessary it will be provided by the school.

25. PPE will be provided.

Hygiene

26. The 2M social distancing convention should be observed at all times.

27. The now well-established routine of regular handwashing should be maintained.

28. Both staff and pupils will be provided with individual hand sanitisers for use to complement where normal handwashing is not possible.

First Aid

29. Bow staff are first aid trained so in the first instance the member of staff with each bubble should deal with any minor ailments or injuries. A School Nurse RGN is available in a consultative capacity if needed and can attend any emergencies.

Cleaning

30. All areas of the school to be used will be deep cleaned before the school returns, and then once used will be professionally cleaned on a daily basis.

31. Teachers will be provided with the necessary materials to clean/wipe/disinfect surfaces within their classrooms.

Discipline

32. As well as the normal School Rules and associated disciplinary procedures, there will be a need for people to behave according to the wider measures associated with the Covid -19 pandemic. Where necessary breaches of these standards will be regarded as a disciplinary issue.

Wellbeing

33. Staff and pupil's overall well-being will continue to be given the highest possible regard. The School nurse will be available for those who need to speak to her and other pastoral care measures will be at the forefront of all aspects of school life.

Visitors

34. Where at all practicable, visitors should give prior notification before coming onto the school site. On arrival all visitors should report to Reception. Hand sanitation facilities will be provided as visitors sign in and when they leave the school site.

Communication

35. Further communications will follow as required.

NC Millen OBE
Director Operations
Durham School