

Return to school guidance for pupils

All of the guidance below will be subject to review in light of experience and government advice.

Attendance

Please do not come to school if you, or someone in your household, is experiencing coronavirus (COVID-19) symptoms. Those symptoms are high temperature, a new persistent cough or loss of taste or smell.

If you experience symptoms at school, you should report to the school nurse immediately. She will supervise you and arrange for your parents to collect you.

Please follow the attached flowchart about what to do next.

Enhanced Hygiene

The best advice for preventing the spread of infection remains the thorough and frequent cleaning of hands and good respiratory hygiene.

Hands - please wash or sanitise your hands when you arrive at school, before and after break and lunch, and when you change classrooms. There are plenty of new sanitising stations around school or you could bring your own gel. We expect that this behaviour will become part of everyone's daily routine.

Respiratory hygiene - tissues and bins will be available throughout the school to support the 'catch it, bin it, kill it' approach. We encourage boys to bring a packet of tissues with them to school.

Face coverings – pupils should wear face coverings when moving around the school. Face coverings should be plain with no pictures or slogans. Please read and adhere to the correct procedure for wearing and removing face coverings to reduce risk to others **see page 5**. Spare face coverings are available from the Porters' Lodge.

Water fountains – cannot be used. Please bring a bottle of water from home.

Arriving and Leaving School

Where possible we strongly encourage boys to make their way to school by bike or on foot. If travelling by car, consider being dropped and collected away from the school site to ease congestion. The usual drop-off and collection arrangements will be in place.

Access cards – your cards will need to be reactivated. This can be done by holding your card to the access scanner on the door into the main building, opposite the Ruddock PAC. If you require a new card, please fill in a form at the Porters' lodge.

Public transport – boys should adhere to the government guidelines and wear a face covering whilst on-board. They must also ensure they remove the face covering safely **see page 5**.

Access to the University – please keep 2-metre from all adults if you are walking through the University campus. Face coverings should be worn if entering any of their buildings, shops or food outlets.

Buses - boys waiting at school for the Walsall and Solihull buses are expected to wear their face covering and they will be directed to separate queues.

After school – boys (Shell – 5ths) staying after school will be assigned an area in the library per year group. This space is limited so we encourage boys to go home as soon after the end of school as possible. All boys will be required to wear a face covering in the library after school.

Daily Routines

To allow for as normal as possible operating of the School, each year group will be considered a single 'bubble' to minimise the mixing of people.

Uniform – boys should wear school uniform every day except:

To facilitate extra cleaning routines there are some changes to uniform rules on Fridays, PE and games days.

PE lessons – on days you have a PE lesson you may wear your PE kit under your **school tracksuit** to school. You should bring a spare PE or games top to change into. If you do not have a **school tracksuit**, wear school uniform and a space to change will be provided.

Senior games – on Wednesdays, 5ths, Divisions and 6ths may wear games kit under their **school tracksuit** to school. If you do not have a **school tracksuit**, wear school uniform and a space to change will be provided.

Shells to 4ths – should wear normal school uniform on their games days.

Friday afternoon – notices will be posted in form rooms

Lessons - boys in a year group may be within 1-metre of each other but should aim to do this as little as possible. Classrooms will be organised with all desks facing forward to help and staff will stay 2-metre from boys as much as possible. Boys will be directed by a teacher to sanitise their desk at the start of each lesson and the sharing of equipment, such as calculators, should be avoided. Boys should not mix with other year groups during the school day.

Moving around school - we will operate a one-way system along the south and upper corridors (including the staircases at either end) and round the science and languages quadrangle. Pupils are expected to walk in single file along shared corridors and staircases and to adhere to the one-way system – even when this means a longer journey – perhaps an outside route might be quicker. Pupils should wear face coverings when moving around the school.

Toilets – please stick to the social distancing and hygiene guidelines on the doors and leave the toilets in a clean and tidy state for the next person. Remember to wash your hands. There will be extra cleaning for these facilities during the day.

Assemblies and House Meetings – these will continue in year groupings.

Break and lunchtime - to allow for appropriate social distancing, eating lunch in the dining hall will follow the rota attached. N.B both serveries will be providing the same options, including Halal. The dining hall will not be available at break to other year groups. Breakfast and the tuck shop are suspended.

Outdoor Space – see the attached map for the allotted outdoor spaces for each year group. Please stick to this.

Indoor space – boys should not wander around school during break and lunch. Please stay in your own form room (Shells to 5ths). The Upper School have a rota for the USCR and should stick to the form rooms for their year group.

Library – use of the library will be on a daily rota for two year groups (Shells to 5ths) - see attached. Boys in the Upper School can be accommodated at any time. The library will operate a click and collect system for borrowing and returning books and will email details at the start of term. Book return only, from 8.30am each morning.

Study Centre – the Study Centre will be available to boys during break and lunchtimes, numbers are restricted by the space allocated to each year group. The staff will advise. The Study Center will be closed before and after school, except for access to lockers and Heads of Year offices.

Computer rooms – every year group (Shells to 5ths) has been allocated the use of a computer room once a day – see attached. Computers to be used for school work only, no gaming or YouTube etc. Upper School have their own arrangements. Please adhere to the hygiene rules in these rooms at all times.

Wellbeing and pastoral support

The return to school allows social interaction with peers and teachers which will undoubtedly be a benefit to everyone's wellbeing. We know that some boys will be experiencing a variety of emotions in response to the events of this year and it is important to contextualise these feelings as a normal response to an abnormal situation.

All staff are aware that adjusting back into school life and school work might be challenging at times, particularly with all of the changes to our normal routines. Please speak to your form tutor, Head of Year or use the 'worried' button on Firefly if you are concerned or worried about anything.

The School counsellor and mental health nurse appointments will start in the second week of term.

Curriculum

All academic lessons will resume as normal and all subjects will be taught with the usual timings. Boys will receive a Firefly message before school on Thursday 3 September with their new form tutor and form room – please do not go to the Gild Hall. Form tutors will give out copies of new timetables during the first day form period.

Homework will be set in the usual way. However, collection may be in workbooks or online – individual teachers will advise.

Textbooks - you should return last year's textbook in your first lesson this term. Newly issued textbooks should be kept at home.

Friday afternoon – will carry on in year group 'bubbles'. There may be occasions when older boys will be instructing younger boys when strict social distancing rules will apply, supervised by staff.

Co-curriculum

At King Edward's School co-curricular activities are a very important part of school life. Under normal circumstances these activities are open to mixed year groups. We are hopeful that most activities will be able to resume with some additional public health measures.

In General:

Clubs, societies and talks – meetings in person must be with one-year group of KES pupils only. An older boy can attend to coordinate if he maintains a 2-metre distance, wears a face covering and is supervised by staff. Meetings that involve more than one year group should be online, please liaise with staff member in charge as appropriate.

PE and Games – will continue as normal for each year group with additional social distancing and hygiene measures. All boys are expected to participate.

Sports teams and practices – there won't be any fixtures against other schools initially, however practices will continue as directed by the PE department and House competitions will run.

Instrumental music lessons - will be scheduled as normal with some enhanced hygiene rules. Seek permission from your subject teachers to miss a lesson at least 24 hours in advance.

Music ensembles - will continue in due course in a restricted form. The music department will circulate arrangements for music ensembles.

Drama – will continue to offer year group clubs; look out for notices.

Notices – the Gild Hall noticeboards will not be in use. Check the Firefly carousel, form room noticeboards and emails for up-to-date information.

School Public Health Rules

We understand that adjusting to coming back to school and new rules may be challenging for some boys. We hope that things will get back to normal very soon. In the meantime, we have a responsibility to ourselves and each other to follow the guidance set out in this document to minimize the risk of coronavirus (COVID-19) in our school community. We expect boys to follow the public health rules as they would any other school rules.

They are:

- stick to designated areas inside and outside of the school for your year group
- adhere to the one-way system areas of the school and wear a face covering when moving around the school
- always follow the hand washing and respiratory hygiene rules
- report any symptoms of COVID-19 to the school nurse
- do not attend school if you are experiencing the symptoms of COVID-19
- do not mix or socialise with boys outside of your year group during the school day
- always follow the social distancing and hygiene rules as directed by staff and notices around school

How to wear a face covering

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own> [27/8/2020]

In addition

- Face coverings should be plain and not have any pictures or slogans on them please
- If you lose your face covering during the school day a replacement can be collected from the Porter's lodge.