



# WYCOMBE ABBEY

## Return to School Handbook Autumn Term 2020



# Introduction

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Dear Parents

This handbook sets out important information in relation to the re-opening of Wycombe Abbey in September 2020 and I hope that you find it helpful and reassuring.

Our highest priority is to ensure the safety of everyone – pupils, staff, parents and visitors – while continuing to provide a world-class education. This plan is based on the most up-to-date guidance from the UK government and includes advice from the Boarding Schools' Association (BSA) and the Headmasters' and Headmistress' Conference (HMC). We have also drawn on best practice from education systems around the world have and signed up to the BSA Covid-Safe Charter; it can be found [here](#) School specific policy and protocols will also be drafted and implemented in addition to (rather than in contrast to) this direction.

The School's Pandemic Response Team (PRT), which was set up in March, has continued to meet throughout the summer holiday period to discuss this plan and the associated risk assessments. Given the nature of the situation, this is a live document which will be amended and changed as necessary.

This handbook outlines the changes that will be implemented from the start of the new academic year. It is important to note that continued flexibility and adaptability will be required in the coming months as we navigate the challenges ahead but I am confident that we will do so successfully.

I am aware that while this document seeks to be comprehensive, it may not answer every question and you are welcome to use the contact details on page 3 to raise further queries with the relevant person.

The strength of the School community was clearly evident throughout the Summer term and I am genuinely grateful for your ongoing support.



Jo Duncan MA (St Andrews), PGCE (Cantab)  
Headmistress





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## Section 1 – Key Principles

The five principles set out below have shaped the decisions which have been made by the School's Pandemic Response Team:

### 1. Safety

All decisions have been taken with the safety of individuals at the forefront of our thinking. The impact of decisions on long-term physical and mental well-being has been given significant consideration alongside our short-term planning.

### 2. Simplicity

Reopening a full boarding school is a complex undertaking with many parts working together, overlapping or in sequence. Whilst complex, we have aimed to ensure that the measures we are putting in place are as simple as possible and can be easily explained.

### 3. Compliance

All decisions have been made in light of current UK government guidance, supported by advice from our associations including HMC and BSA. As the situation changes, our policies and decisions will be updated to reflect this.

### 4. Personal Responsibility

We are seeking to embed a culture where every individual takes responsibility for minimising the risk of spreading Covid-19. All pupils and staff will need to adjust to a different way of life in School.

### 5. Support

In this time of heightened anxiety – for pupils, parents and staff – the School will seek to support all parties positively and consistently.

## Section 2 – Key contacts at Wycombe Abbey

Jo Duncan – Headmistress

[headmistress@wycombeabbey.com](mailto:headmistress@wycombeabbey.com)

Sian Rees-Evans – Head's Executive Assistant

[paheadmistress@wycombeabbey.com](mailto:paheadmistress@wycombeabbey.com)

James Mercer-Kelly – Senior Deputy Head

[mercerkellyj@wycombeabbey.com](mailto:mercerkellyj@wycombeabbey.com)

James Jones – Deputy Head (Pupils)

[jonesj@wycombeabbey.com](mailto:jonesj@wycombeabbey.com)

Vicky Fawkes – Director of Safeguarding & Pupil Welfare

[fawkesv@wycombeabbey.com](mailto:fawkesv@wycombeabbey.com)

Jacky Tidbury – Overseas Pupils Coordinator

[tidburyj@wycombeabbey.com](mailto:tidburyj@wycombeabbey.com)

Roz Doctor – Director of Finance

[doctorr@wycombeabbey.com](mailto:doctorr@wycombeabbey.com)

Aya Yuasa – Head of Boarding

[yuasaa@wycombeabbey.com](mailto:yuasaa@wycombeabbey.com)

Laura Chandler – Health Centre Manager

[chandlerl@wycombeabbey.com](mailto:chandlerl@wycombeabbey.com)

## Section 3 – Health & Safety and Hygiene

A wide range of additional measures have been put in place to ensure that everyone – pupils, staff and visitors – adheres to scrupulous health and hygiene during this period. These measures are in line with government guidance and are as endorsed by Public Health England (PHE).

It is essential that every member of our community takes personal responsibility and observes the new rules and regulations to protect others as well as themselves. We have developed a range of resources to help individuals to understand expectations of behaviour as well as the adjustments that have been put in place from the start of term.

These include:

1. This Handbook
2. Information and resources for pupils and staff
3. Additional training for staff
4. Signage/posters around the site
5. One-way systems to manage the flow of people around some buildings

In addition:

### 1. Enhanced cleaning across the site

The School has been deep-cleaned over the summer months and additional enhanced cleaning will continue throughout term-time when pupils return to School. Careful consideration has been given to the cleaning products used as well as to the use of spaces e.g. classrooms. A protocol has been drawn up for teaching staff to follow in relation to ensuring that teaching spaces remain hygienic throughout the day. Equipment and items used during the day will be cleaned by departments using wipes and touch points such as keypads and door handles will be sanitised by the domestic team on a regular basis.

Clear protocols are in place should any area require a swift deep clean due to a potential or confirmed case and cleaning staff will be working in specific areas in teams rather than across the whole site.

The 'catch it, bin it, kill it' message remains very important and will be emphasised with pupils and staff. We have purchased additional resources as needed.

We will all need to play our part to help keep our School clean and staff and pupils will be educated on how best to do this.



## 2. Social distancing

Pupils will operate in two distinct groups or 'bubbles':

1. Their boarding House
2. Their year group

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining these groups as far as possible makes it quicker and easier in the event of a positive case to identify those who make need to self-isolate and keep that number as small as possible.

In addition:

- Pupils will be advised to keep in their year group bubbles during the day and boarding House bubbles before and after school, staying at least 2m apart where possible
- Pupils will be directed to designated areas to work and to spend break times during the day when not in taught lessons
- Face-to-face seating will be reduced and avoided if possible
- Large gatherings e.g. Big School will continue to happen remotely and Chapel will be held for individual boarding Houses and year group bubbles
- Contact across Houses and Year groups will be minimised
- Screens have been erected where necessary e.g. in Reception, the Health Centre and School Office
- One-way systems and using the left and right hand side of corridors will be introduced where practical
- Only a limited number of areas in the Abbey will be open in the evening in order to help maintain social distancing and to allow for effective cleaning of bathrooms and classrooms.
- Signage around the site will act as reminders





### Catering Arrangements and social distancing:

We have been working closely with our catering provider, Holroyd Howe, in relation to catering arrangements.

- Additional spaces have been created for dining
- Maximum capacity of each venue will be determined by ability to distance within guidelines
- Day Boarders will eat with their year groups in the designated space for lunch and morning and afternoon breaks and will have designated year group spaces for breakfast and dinner
- All pupils and staff must wash hands prior to entering their dining space. Hand sanitisers will be available
- A one-way route to, around and out of Dining spaces will be promoted to stop people crossing paths unnecessarily. Floor signs have been installed to help with the responsible use of space
- Screens will be erected where needed along the servery and counters

See [here](#) for full details from Holroyd Howe.



### 3. Hand Hygiene

Washing with soap and water (cold or hot) is an effective way to kill Covid-19 when it is on the skin. All staff and pupils will be required to wash/clean their hands regularly, including at the start of the school day, between lessons and before and after eating. 20 free standing hand-sanitising stations have been purchased and will be placed at key entrances and exits. In addition, over 200 wall-mounted hand-sanitising dispensers have been installed and bottles of sanitiser will be available across the site. 'Pop-up' sinks and additional outside hand-washing stations are being installed to facilitate regular handwashing. Good hand hygiene is seen as the single most important and effective way of stopping the spread of the virus.

### 4. Face Coverings

Further to government guidance on face coverings in all public spaces in England, our expectation is that face coverings will be used when pupils and staff are moving around the School site but not mandatory in classrooms or boarding Houses. This will be reviewed regularly. Pupils should provide their own face coverings; current UK government guidance encourages people to make their own face coverings rather than purchasing surgical-level masks as used by the NHS.

### 5. Health Centre and Isolation

We are fortunate to have a well-staffed Health Centre with a fully trained medical team who are on duty 24/7 during term time. We have ready access to two GPs and Wycombe District Hospital is opposite the main entrance of the School. The Health Centre will operate as normal as far as possible, dealing with routine day-to-day injuries and illnesses which are not Covid-19 related. Medical staff in the Health Centre will wear appropriate personal protective equipment at all times.

There are various other areas in School, including a dedicated 'isolation house' where Covid-19 cases can be held away from the Health Centre in a supervised area if necessary, either waiting for parents to collect them or for a test result to be processed or isolating for the required time if they are unable to go home/to a guardian. Tests are currently being processed within 48 hours in England and we have access to private testing arrangements where necessary.

Day Boarders with possible Covid-19 symptoms will be expected to be collected by a parent who should arrange for a test to be carried out and any necessary isolation will take place at home.

The current government guidance (27 July 2020) states:

*Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.*

Boarding staff will take the temperature of boarders each day in House. If a pupil has a raised temperature the Health Centre will be contacted and further assessment will be carried out, including possible isolation and testing. This is in line with good practice internationally. Pupils who are registered with the School GP will be eligible to access a test through the Health Centre. If a private test is requested by parents, the charge will be added to the fee bill.



Parents are asked to take the temperature of Day Boarders before they come to School each day, Day Boarders will go direct to their hub on entering School each day though the Day Boarders entrance and using any one-way systems in place.

In accordance with current government guidance, individual schools must identify the appropriate group to self-isolate in the event of a pupil showing symptoms of Covid-19. We will make decisions about who must isolate with the advice of the School GP and School medical staff and based on the most up-to-date government guidelines at the time. It is possible that this will mean that a whole boarding House is required to isolate for the required period of time as we are defining the boarding House as a household. If this is the case and a pupil requests to isolate at home, permission will be granted for this. Academic staff will support pupils who are remote learning in isolation.

Any member of staff who is unwell, or who is in a household with someone who is exhibiting symptoms of Covid-19, will be required to stay at home until a test is undertaken and the results are received. This will also apply to Day Boarders. The symptoms of Covid-19 are:

- High temperature (37.8 Celcius)
- New, continuous cough
- Loss or change to sense of smell or taste

If one or more of these symptoms are displayed, the individual must self-isolate straight away for seven days. Individuals who live in the same household as someone with symptoms must isolate straight-away for 14 days.





## 6. Wellbeing

The wellbeing of pupils remains of paramount importance and pupils have a wide range of staff that they can turn to for support, including their Housemistress, Mr Jones (Deputy Head, Pupils), Mrs Fawkes (Director of Safeguarding and Pupil Welfare), Rev. Penny (Chaplain and Housemistress of Clarence) and Miss Blunt (Head of Wellbeing). The School also operates a peer listening system and we have an independent listener whose details are published in each House. In the Hubs, on MyWycombe and on noticeboards around School.

A full programme of Wellbeing lessons will continue to run in order to provide support and education to pupils and parents. Some of these are delivered by external experts, School staff or by senior pupils. We expect that where there would have been an external speaker, this will be delivered remotely to pupils in their timetabled sessions.

In addition, The School has appointed a new School Counsellor, who joins us as a permanent member of staff from September 2020. We are aware that the return to School will present specific challenges to some pupils and our Counsellor will be working closely with Housemistresses, Rev. Penny, Miss Blunt and other pastoral staff to offer support to those who feel it would be beneficial.

## 7. Ventilation and additional space

Recent research into the virus has increased understanding of how droplets are spread in the air. A key aspect of managing this is ventilation throughout the site – doors (which are not fire doors) and windows will be left open where possible.

We are fortunate to have a great deal of outdoor space at Wycombe Abbey and this will be fully utilised. A large marquee will be erected on Midget Pitch to provide additional space for appropriately socially distanced meetings and events e.g. weekend activities.

## 8. Toilets and bathrooms

All toilets and washing facilities are cleaned regularly and, as far as possible, groups in different year groups will be allocated specific washrooms in School and in the boarding Houses to manage the



number of pupils using each one.

## 9. Security

The security of Wycombe Abbey remains a very high priority and the 24-hour security teams remain in place. All parents and staff coming on to the site are required to enter by the Main School gate apart from at the start and end of term when different arrangements will be in place to support traffic management across the site. We will manage the numbers coming on site with different arrival and leaving times.

## 10. Safeguarding

The School safeguarding policy has been updated with Covid-19 in mind. Information about the safeguarding team at Wycombe Abbey, including the safeguarding policy and the details of the Designated Safeguarding Lead can be found on the school website and [here](#).

## 11. Risk Assessments

Comprehensive risk assessments are in place and these will be monitored on an on-going basis to ensure that they are effective, working as planned and updated appropriately considering any issues identified and changes in public health advice. If you would like a copy of the Risk Assessment please contact the Head's EA by [email](#) and we will provide you with the latest copy.

## 12. Vulnerable Pupils

Shielding advice for all children and adults was paused on 1 August 2020, subject to a continuing decline in the rate of community transmission of Covid-19. This means that all pupils and staff can return for the new academic year. Vulnerable pupils will remain under the care of the medical staff at school and monitored on an ongoing basis.

If parents of pupils with significant risk factors are concerned they should contact Mrs Laura Chandler, Health Centre Manager, to discuss this.

## 13. External lettings

There have been no residential lettings across the Summer to enable deep cleaning to take place in all of the boarding Houses and classrooms. Any further external lettings are currently on hold until at least Easter 2021 when this decision will be reviewed.





## Section 4 – Start of Term Arrangements (including Quarantine)

It is expected that all pupils will return to Wycombe Abbey for the start of term. Dates can be found below:

Pupil Group	Arrival Point	Arrival Time	Headmistress' Welcome Talk for New Parents*
U111 Boarders	Junior House	Wednesday 9 September Staggered arrival slots between 11:00 and 14:00	Wednesday 9 September Between 11:30 and 14:30 according to arrival time
All New Day Boarders in U111, L1V, U1V and L1V	Marquee on Midget Pitch	Wednesday 9 September 13:30	Wednesday 9 September 14:00
L1V, U1V and L1V New Boarders	Senior Boarding House	Wednesday 9 September 11:30	Wednesday 9 September 12:00
Current L1V, U1V and L1V Day Boarders	Tutor Room	Wednesday 9 September 13:30	
L1V Boarders	Senior Boarding Houses	Wednesday 9 September 11:00	
U1V Boarders	Senior Boarding Houses	Wednesday 9 September 10:30	
L1V Boarders	Senior Boarding Houses	Wednesday 9 September 10:00	
U1V Boarders	Senior Boarding Houses	Tuesday 8 September 20:00	
U1V Day Boarders	LAC	Wednesday 9 September 08:30	
L1V Boarders including New Boarders	Senior Boarding Houses	Tuesday 8 September 13:00	Tuesday 8 September 13:30
L1V Day Boarders	Archer Recital	Tuesday 8 September 13:45	
U1V Boarders	Clarence House	Tuesday 8 September Staggered arrival slots between 14:30 and 16:30 organised by House	
U1V Day Boarders	Tutor Room	Wednesday 9 September 09:00	

Full details regarding quarantine have been sent to parents and any questions should be directed to Mrs Jacky Tidbury ([tidburyj@wycombeabbey.com](mailto:tidburyj@wycombeabbey.com)) in the first instance. Please note that pupils who have been quarantining at Wycombe Abbey will move across to their own Boarding House on Monday 7 September.

\*All new parents are invited to meet the Headmistress and other key staff after they have dropped off their daughter. Welcome talks will take place in the marquee on Midget Pitch at the front of the Abbey building and refreshments will be provided. The capacity of each talk will be controlled in order to facilitate social distancing between parents in attendance.

## Drop-off Procedure

Parents are expected to remain outside whilst dropping off their daughter; this is to avoid contamination of the boarding Houses which have been sanitised ahead of the pupils' arrival.

We will provide additional guidance to parents of Junior House pupils as to how parents may assist their daughter with moving their luggage and settling into their new boarding House.

We will have a limited portering service available; we encourage your daughter to pack with this in mind so that she will be able to move her own luggage. Upon arrival all pupils will be temperature checked either at their boarding House or at the Abbey. Hand sanitising stations are widely available around the site and everyone is asked to use these upon entry to buildings and venues.

Toilet facilities for parents are available in the main Abbey building.

Drop-off arrangements for parents of Boarders  
Please refer to the map on page 13

- Junior House: Enter through Crispin Way Gate (16), park at Junior House (15) whilst unloading, then park in Lime Avenue (P) for Headmistress' Welcome talk in the Marquee. Exit through the Main Gate (1).
- Daws Hill Houses (Cloister, Shelburne, Wendover): Enter through Crispin Way Gate (16) and exit via Rupert Lodge Gate (14).
- Pitt and Rubens: Enter through Clarence Gate (10) and exit through Rupert Lodge Gate (14).
- Clarence and Outhouses (Airlie, Barry, Butler, Campbell): Enter via Clarence Gate (10) and exit through Green Gate (13).
- New Boarding parents will have a welcome talk from the Headmistress in the marquee on Midget Pitch (next to 27). Any parents attending this should park in Lime Avenue (P) after having dropped off their daughter.

Drop-off arrangements for parents of Day Boarders

Parents of Day Boarders should enter and exit via the Main Gate (1).

Day Boarder Pick-up for Wednesday 9 September

Day Boarders are free to depart after their activity.



### Key

- |                     |                       |                            |                          |
|---------------------|-----------------------|----------------------------|--------------------------|
| 1. Main Gate        | 11. Butler            | 21. Tennis Courts          | 31. Old Clarence         |
| 2. Custodians Lodge | 12. Barry             | 22. Estates Office         | 32. Davies Sports Centre |
| 3. Reception        | 13. Green Gate        | 23. Tennis/Netball Courts  | 33. Pitt                 |
| 4. Main Car Park    | 14. Rupert Lodge Gate | 24. Astro-Turf Pitch       | 34. Rubens               |
| 5. Health Centre    | 15. Junior House      | 25. Lacrosse Pitches       | 35. Big School           |
| 6. Walpole Wing     | 16. Crispin Way Gate  | 26. Performing Arts Centre | 36. War Office Gates     |
| 7. The Courtyard    | 17. Daws Hill         | 27. Fisher Library         | P. Lime Avenue Parking   |
| 8. Campbell         | 18. Wendover          | 28. Chapel                 |                          |
| 9. Airlie           | 19. Cloister          | 29. T-Block                |                          |
| 10. Clarence Gate   | 20. Shelburne         | 30. New Clarence           |                          |



## Section 5 – The School Day including arrangements for Day Boarders

### Morning Routine

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:20 Registration in Tutor Room  08:30 Online Chapel in Tutor Rooms	08:20 Registration in Tutor Room and Tutor Period	08:20 Registration in Tutor Room and Tutor Period	08:20 Registration in Tutor Room  08:30 Online Chapel in Tutor Rooms	08:20 Registration in Tutor Room  08:30 Online School Meeting in Tutor Rooms	09:00 Registration in Period 1 or in Boarding House

### Access to Boarding Houses

The security of each boarding House as the home for pupils is of paramount importance. Key pads will remain in use as these are the most secure means of protecting the entrance points. A hand sanitiser will be placed close to each key pad to enable each user to clean their hands after using the key pad and they will be cleaned regularly by staff as part of the enhanced cleaning routine.

To maintain consistency within boarding House “bubbles” Pupils should not visit other boarding Houses at this time.



## Arrangements for Day Boarders

Day Boarders will be part of their year group 'bubble' and will stay with this group throughout the day. They should arrive at School at their normal time and can be collected from the end of lessons/activities. Day Boarders and non-resident staff who are not part of the duty team in boarding Houses will not have access to any boarding House as these groups form a separate residential 'bubble'. This arrangement will be reviewed at the first Short Leave of term and it is hoped that we may be able to allow Day Boarders to return to spending time in their Houses soon. Day Boarders will continue to have full support of their Housemistress, Tutor and Head of Year.

All year groups will have spaces in School for their exclusive access and they will be required to use these spaces during the day when they have study periods. Year groups will also eat together at lunch time in specific spaces.

## Timetable / Curriculum

The curriculum will run as normal with academic lessons according to the new 2020/21 timetable. Interim grades, comments, assessments and reports will take place as normal. Ofqual (the exams regulator) are currently consulting on proposals for 2021 examinations and the outcome of this will be communicated to parents in due course.

## Classrooms

Classrooms throughout the School have been assessed and adaptations have been made to make them as safe as possible for pupils and staff:

- Desks facing forward
- 2m distance between teachers and pupils where possible
- Hand hygiene – every classroom has a hand sanitiser and desk wipes
- Cleaning protocol for staff to follow before/after each class is taught
- Seating plans will be used in every class to avoid unnecessary sharing of desks
- Remote learning – a significant number of classrooms have been fitted with a camera and microphone to enable pupils to join lessons remotely via Teams should this be required (e.g. if they are isolating)
- Each room will be fully ventilated



## Library

The Libraries will remain open, although some adaptations will be in place to ensure distanced seating and management of books. Pupils will be encouraged and taught how to make full use of the library's extensive online provisions and resources.

Staff and pupils will be encouraged to use online resources as far as possible and textbooks will not be shared.

The Whitelaw Library will be reserved for use by LVI and UVI pupils.

## IT – devices

Every pupil will be expected to bring their own device to School to enable them to work using electronic files, One Note and online textbooks. This will reduce the number of books pupils need to carry with them throughout the day.

## Uniform

Normal School uniform code applies during term time and pupils are expected to be appropriately and smartly dressed. When pupils have their games sessions, they will be allowed to wear their full games kit instead of uniform to minimise the amount of changing of clothes during the School day. House tops may be worn as part of the normal school uniform. There is no government requirement for anything other than normal cleaning of clothes and kit.

If a new pupil has not been able to purchase uniform before joining Wycombe Abbey, this should be raised with the Housemistress who will advise on what should be worn until the uniform is purchased.

## Courtyard Café

The Courtyard Café will not be open as it will be used as a designated year group hub and space for catering.

## School Shop

There will be adaptations to the way in which the School shop operates due to its location in the Courtyard Café.

- The shop will operate an appointment system for pupils who need to purchase uniform
- Pupils will be able to order stationery, cards, sweets and uniform by email.
- The School shop will work closely with Houses to allow pupils to purchase a wider variety of products from their Houses.
- Payment can be by:
  - Card (Cash will not be accepted)
  - On account in accordance with the amount set on a pupil account by parent and will be added to the next bill.



## Section 6 – Sport, Music, Drama and Co-Curricular Activities

Music, drama and sport will continue as far as they are able to and in line with guidance from the relevant professional associations and relevant governing bodies.

Individual music lessons will be conducted remotely initially with pupils using the music practice rooms in School. Pupils will use their laptop or personal device for these lessons. Mr Reid, Director of Music, is considering how best to enable orchestras and ensembles to continue when we return to School.

The government guidance states:

*Schools should note that there may be an additional risk of infection in environments where there is singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as music lessons by, for example, physical distancing or playing outside whenever possible, limiting groups sizes to more than 15, positioning pupils back-to-back or side-to-side and avoiding the sharing of instruments. Singing, wind and brass playing should not take place in larger groups such as school choirs, ensembles or assemblies.*

Drama and LAMDA lessons will continue whilst observing social distancing.

Sports that take place within our grounds will continue. Sports governing bodies have different control measures, so there may be some differences between what is permitted for each sport.

There are no external competitive matches being organised by any schools at this point. We will keep this situation under review and move to competitive sports fixtures as soon as we are able to do so.

The PE department will arrange access to School sports facilities in line with government guidance and in such a way as to maintain social distancing and enhanced hygiene procedures. This will involve measures such as limiting the number of people who can access sports facilities at any given time.

We are not able to run off-site sports Extras such as riding, polo and rowing for the time being. We will review this regularly and parents will not be charged for sports Extras that do not run.





## Section 7 – Weekends, Exeats, Holidays and Visitors

### Weekends

The UK government guidance and advice from the Boarding Schools Association is that pupils may travel between two homes where appropriate and this applies to Boarding Schools.

The School will continue to monitor the local and national situation regarding COVID-19 (using the government levels as a guide) and follow the guidance below regarding pupils travelling to their families for “Open Weekends”.

Low rates of infection	<ul style="list-style-type: none"> <li>• Pupils are permitted to take weekend leave to visit their parents or guardians. Pupils should not stay overnight at other's households unless essential</li> <li>• Pupils should avoid public transport where possible</li> <li>• At home pupils should closely observe government advice on social distancing and infection control and be mindful of the fact they will be returning to a boarding community</li> </ul>
Increased rates of infection	<ul style="list-style-type: none"> <li>• Boarders will be asked to remain in School for open weekends</li> <li>• Pupils will be able to travel to their parents and for Short Leave weekends, but must not use public transport.</li> <li>• At home pupils should closely observe government advice on social distancing and infection control and be mindful of the fact they will be returning to a boarding community.</li> </ul>
Higher rates of infection	<ul style="list-style-type: none"> <li>• The School will be advised upon particular measures for the local area.</li> <li>• In extremis this may include a temporary return to remote learning.</li> <li>• The School will issue guidance to parents regarding pupils returning home.</li> </ul>

We will be organising a comprehensive range of weekend activities for those girls who choose to remain at School during Closed and Open Weekends. These will operate in House or year group bubbles.

## Short Leave and Long Leave – Autumn 2020

It is important that all international pupils have a UK guardian and we encourage families to speak with their guardian and guardian agency regarding the measures they are taking to make themselves Covid-19 safe. The School is aware that AEGIS (The Association for Educational Guardians of International Students) has worked with guardians accredited by their organisation to ensure that host families are prepared to welcome students.

The School will make arrangements for international Boarders to remain in School during Leaves in the Autumn Term should they not be able to travel to their guardians.

### Visitors

To minimise the risk of infection the School will look to reduce the number of visitors to the School site. Where external visitors need to come on site we will inform them of the School's procedures regarding COVID-19 and our expectations of them whilst on site.

We will not be able to admit visitors to the boarding Houses at this time and pupils are asked to not to visit other Houses. We ask parents not to collect their daughters for short “bonus” trips to town and local cafés during the School week. We would like to thank parents for their assistance in this matter. We understand that parents enjoy visits to School to see their daughters and we will continue to reassess this measure at regular intervals. Should a parent need to meet with their daughter face to face at School (e.g. to discuss important family news) we ask you contact your Housemistress to make arrangements.

We will also restrict the number of takeaway meals delivered to site and would appreciate parent support in reinforcing this.

### Responsible behaviour

We ask that where pupils are at home during the School year they and their parents consider carefully their daughter's social arrangements. Parties and social gatherings will increase the risk of higher rates of infection. Whilst we understand the importance of celebrating birthdays and family occasions we politely ask that pupils avoid large gatherings at this time.

## Section 8 – School Transport and School Trips

The UK government continues to advise against all overnight and overseas educational trips. While no trips are planned for Wycombe Abbey pupils at this point, schools have been told that they can resume non-overnight UK based educational visits. Any future trips will be organised in line with comprehensive protective measures, such as keeping pupils in the groups/bubbles and making sure that COVID-secure measures are in place at the destination. As normal, a full risk assessment will be undertaken.





## Section 9 – Contingency plans in light of a local lockdown or second wave of Covid-19 in the UK

If the School sees a spike in infection rates, appropriate authorities will decide which measures to implement to help to contain the spread. This means if there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, in line with government guidance, we will work with our local health protection team who will advise if additional action is required.

In some cases, the health protection team may advise that a larger number of other pupils self-isolate as a precautionary measure. The UK government have stated that whole school closure based will not generally be necessary.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by the year group and then the whole school if necessary, in line with routine public health outbreak control practice.

## Section 10 – Useful links

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

<https://www.gov.uk/government/organisations/public-health-england>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

As ever, if you have any questions, staff at Wycombe Abbey are here to help, so please do not hesitate to contact the appropriate member of staff with any queries you may have.



# WYCOMBE ABBEY

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