



# WYCOMBE ABBEY

## Return to School Handbook: Pupil Guidance Autumn Term 2020



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## Section I - Introduction

We are living in extraordinary times. We have all experienced a period of extraordinary change and disruption to the normal rhythms of our lives, and in looking forward to returning to School we recognise the need to adapt and change some aspects of our lives at School. We will do this as a community and it is by working together we can return in as safe manner as possible.

As you read through this guidance we ask you to take careful note of the changes involved and the expectations of pupils within the community. There are still many questions to answer about COVID-19 but it is clear that changing our individual behaviour will have a large impact and will help us keep ourselves and our community safe.

You and your parents have been sent a copy of a guidance booklet that explains many of the measures that the School have taken. Not all of these are repeated in this booklet. Instead this focuses upon things that you can do, once you return to School, to ensure our environment is as COVID-Safe as possible. If you are unsure of what to do or have any questions, please do speak with members of staff.





## Section 2 – 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 3 – Key behaviours

Below are 5 key behaviours for us all to observe whilst in School.

### 1. Keep Clean

Personal hygiene is key to control COVID-19. Please ensure that you wash your hands regularly and follow the “catch it, bin it, kill it” mantra.

### 2. Keep distant

Maintaining social distancing can help prevent the spread of the virus. We should try to maintain 2m distance wherever possible.

### 3. Keep Covered

Face coverings should be worn when walking around the campus. People may wear face coverings in lessons should they wish.

### 4. Keep tidy

In order to maintain high levels of hygiene we need to keep our School tidy. Please keep your belongings with you and do not share equipment.

### 5. Keep left

In corridors and in transit please keep left and avoid congregating in corridors and open areas.



## Section 4 – Health, Hygiene and Safety

The School have put in place a wide range of additional measures regarding hygiene and health and safety. These measures are in line with Government guidance and 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.

Things that you should do in order to play your part:

### 1. Symptoms of COVID-19

- All pupils need to be aware of the symptoms of COVID-19. Should anyone experience symptoms they should discuss with the Health Centre. People with symptoms need to be tested for COVID-19. People with symptoms will have to isolate.
- The symptoms people must look out for are:
  - A temperature of 37.8 Celsius
  - A new continuous cough
  - Loss of taste or smell
- All Boarders will have their temperature checked daily in their Boarding House, and parents are asked to check the temperature of Day Boarders each day before they come to School.







## 2. Personal Hygiene

- Good hand hygiene is seen as the single most important and effective way of stopping the spread of the virus. Please wash your hands at regular intervals with soap and water. 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/sanitise their hands regularly, including at the start of the School day, between lessons and before and after eating.
- Please make use of the hand sanitising stations throughout the School and in classrooms. You will be asked to use these at the start and end of lessons by your teachers.
- Should you need to cough or sneeze you should follow the “catch it, bin it, kill it” advice to dispose of tissues safely. Pedal bins have been installed throughout the School including in all classrooms and bins will be emptied regularly.
- Please change your clothes regularly and put worn items into the laundry.

## 3. Face Coverings

- Face coverings should be worn when in transit by pupils and staff around the School.
- People may wear face coverings at other times (in lessons and houses) should they wish.

## 4. Keeping our School clean and tidy

- Enhanced cleaning is in place around the School, it is important that all areas are left free from clutter in order to allow this to happen effectively
- It is important that you keep your belongings with you or safely locked in your locker. We should not share belongings and not expect others to tidy after us.

## 5. Social distancing

- All pupils within the School are organised into two kinds of bubbles:

### **Year group bubbles**

This will allow you to have lessons with others from your year group.

### **Boarding House bubbles**

Boarders will form a group with others in their Boarding House.

- It is important to note that being in a “bubble” with other pupils (year group and Boarding House) does not mean that we should not try to maintain social distancing. Within these bubbles there will be time that we are in close proximity with others but we must maintain distance from others wherever possible.
- Day Boarders should stay within their year group bubbles.
- Catering from breakfast to dinner will be in year group bubbles except for the Boarders at Daws Hill where breakfast and dinner are in Boarding House bubbles, and pupils in Junior House.
- Pupils can sit next to pupils in their classes, their year group working areas and their Boarding Houses but should try to maintain distance wherever possible.
- Teachers will also be maintaining distance from pupils wherever possible.
- There may be limitations on the number of people allowed in certain rooms or changes to the way certain activities are organised to help maintain social distancing.

## 6. Use of shared equipment

- We need to limit the use of shared equipment. You should look after your equipment carefully. You should not use other people's equipment such as lacrosse sticks etc.
- Computer classrooms will not be accessible outside of normal lessons. Instead pupils should use their laptops in their year group hubs. Where equipment is used by different people e.g. computer keyboards, we should all wipe them before and after uses.

## 7. Health Centre

- The Health Centre will be open as normal, but visits are by appointment only.
- There will be changes to the manner in which it operates. Girls will be triaged via the phone before being seen in the Health Centre by appointment. Routine medication will be dispensed via a medication window.
- There will be an online booking system on MyWycombe to make an appointment for routine or non-urgent care. Houses can also help pupils make appointments. Repeat prescriptions can also be ordered this way.
- Appointments can still be made with the School GPs, these will initially be via video. These can take place in the Health Centre, or in House in a private place.
- Girls who are unwell can still be cared for in the Health Centre, and can stay overnight
- There will be a one-way system through the Health Centre.
- Nurses will be wearing PPE (masks, visors, aprons and gloves) when working with pupils.



## Section 5 - Changes to the School site

### 1. Classrooms

- You should enter classrooms as soon as you are allowed to by their teachers. Teachers will arrive at lessons promptly. Where you do have to wait to enter classrooms you should make sure that there is room for others to pass in the corridor. You should wear face coverings until they enter their classrooms.
- Where possible, classrooms will be organised with pupils facing forwards. Teachers will maintain their distance from pupils during lessons where possible. This may require adaptations to some classroom activities.
- Teachers will wipe down all desks at the end of each lesson.
- You will be asked to use hand sanitiser when you enter and leave the classroom and this will be available in each classroom.
- There will be screens between the teacher and pupils for 1 to 1 learning enhancement lessons.

### 2. Toilets and bathrooms

- Toilets in the main Abbey building will be designated for different year groups and should be the primary toilets used by pupils. Please see table below
- Toilets in other buildings (LAC, DSC, Art, Maths, T Block) are available to all to be used where necessary
- You are reminded to clean their hands thoroughly after using the bathroom

Year Group	Main Toilet block
UIII	Near UIII Hub
LIV	Big School Corridor
UIV	Big School Corridor
LV	Walpole Corridor
UV	Walpole Corridor
LVI	Abbey second floor
UVI	Abbey second floor





### 3. Hubs and social areas

- Each year group has a designated Hub to use.
- Each year group will have a designated area for their meals and break times.
- During “Study periods” (when you do not have an extra) you should go directly to your Hub and stay there until their next timetabled commitment (Pupils in Clarence, the Outhouses, Pitt and Rubens may return to their Boarding Houses). Pupils will be expected to sign in to these areas.
- All pupils must keep their Hub tidy and free from clutter and put any rubbish into the pedal bins.
- Pupils should respect the social distance of others in all social areas.

#### Year Group Hub space

UIII	Hub 3
LIV	Big School stage + Big School (LIV form dining area)
UIV	Hub 4
LV	The Courtyard
UV	Hub 5 + MS DR (UV dining area)
LVI	Sixth form centre (Rooms at the front of the Abbey), Whitelaw library
UVI	Sixth form centre (Rooms at the rear of the Abbey), Dove library

### 4. Spaces available for use outside of lessons

- Hub 3, 4 and 5 will be closed each weekday from 19:00 and you should return to your Boarding House if you are not involved in an activity.
- The Whitelaw and Dove Library are open until 21:00 Monday – Friday and till 20:30 on weekends for use by the Sixth Form.
- The DSC will be available for timetabled activities and allocated Year group sessions.
- LAC and PAC are open until 21:00 Monday – Friday, and 13:00-18:00 on Sunday. It is not available for individual music practice after lessons end on a Saturday.



## 5. Keep left and one-way systems

- The nature of the School buildings mean that many areas are not suited to one-way systems. Where one ways systems are in use there will be appropriate signage.
- In corridors where two-way systems are in place, pupils and staff are asked to keep to the left-hand side.
- At building entrances, please let people exit before entering if it is busy.
- Where possible pupils and staff are advised to take outside routes where there is more space and fresh air.

## 6. Libraries

- There will be reduced seating in the libraries.
- Studying in the Dove Library is reserved for UVI pupils.
- Studying in the Whitelaw Library is reserved for LVI pupils.
- Other pupils will be able to arrange collection or delivery of library books.
- Pupils are reminded that there are a wide number of electronic materials available

## 7. End of School day

- To allow for enhanced cleaning of the Abbey pupils are expected to return to their Boarding Houses after their final commitments or after supper.
- Hubs and classrooms (that are not in use for activities) will be locked from 19:00.

## 8. The Courtyard

- The Courtyard Café will not be open at the beginning of the Autumn Term and until further notice.
- The area will be used as the LV Hub and dining area.
- Pupils are asked not to use The Courtyard as a thoroughfare; instead, a walkway has been created through Big School.





## 9. School Shop

- The School Shop will operate mainly a delivery service and packs of stationery, sweets and you will be able to order uniform for delivery.
- The School Shop will be open at break times and will operate a queueing system 2m apart for a small selection of sweets and snacks. Entrance will be from the Health Centre side only.
- The School shop will be closed for the week commencing 21 September (the third week of term) for its annual stocktake.
- No cash will be accepted; payment will be on a pupil's account to the amount agreed with parents and added to the bill and thereafter by card.

## 10. Chapel and Big School meetings

- We will not be gathering together physically for some of the usual community activities including Chapel, Evensong, and School Meetings.
- Instead, these will take place online and you will be able to watch them together as a tutor group with your Tutor after registration.
- Online Chapel will be on Monday and Thursday, and online School Meeting on Friday.
- There will be an extra Tutor Time on Tuesday and Wednesday mornings.
- We hope to create opportunities for year groups to meet in Chapel, and Rev'd Penny will be conducting House Prayers in a different Boarding House each Sunday evening.







## Section 6 – Digital Devices

- You may find that you are doing more digital work in your lessons, as well as for your prep, some societies and extra-curricular activities (in particular Music lessons).
- You should therefore bring a digital device such as a laptop to allow you to access all of the curriculum and extra-curricular content.
- We recommend a Windows 10, touch-enabled device, with a keyboard and pen/stylus input. 2 in 1 devices (those which can either be detached or folded to create a writing surface for pen/stylus input) are particularly recommended.
- Apple MacBooks have traditionally been a popular choice but they currently do not offer full touch-screen or stylus support. iPads and other tablet devices are not recommended as a sole working device as productivity can be limited.
- If you currently have a digital device that does not have some of the features mentioned above then do not worry. If it enabled you to successfully learn during the remote learning period in the Summer Term then it will be sufficient. However, if you are thinking of getting a new device at some point then please consider the specifications above.

## Section 7 – Break and Meal Times

- Each year group has an area for meals and for their break and afternoon teatime snacks. These are set out in the table below and will operate from Monday breakfast - Saturday lunch.
- Pupils in Daws Hill, Clarence House and Junior House should eat their breakfast and dinner in their Houses/Daws Hill dining room.
- Please note that there will be no self-service stations for catering and food will be served by catering staff.
- Catering staff will wear visors when serving food and food will be served from behind screens as far as possible.
- Hot food will be available at breakfast, lunch and dinner.

	Breakfast	Break	Lunch	Afternoon tea	Dinner
UIII	Junior House	MSDR Junior House area	MSDR Junior House area	MSDR Junior House area	Junior House
LIV	Big School LIV area /Daws Hill	Big School LIV area	Big School LIV area	Big School LIV area	Big School LIV area/ Daws Hill
UIV	Big School UIV area / Daws Hill	Big School UIV area	Big School UIV area	Big School UIV area	Big School UIV area/ Daws Hill
LV	The Courtyard / Daws Hill	The Courtyard	The Courtyard	The Courtyard	The Courtyard/ Daws Hill
UV	MSDR UV area/ Daws Hill	MSDR UV area	MSDR UV area	MSDR UV area	MSDR UV area/ Daws Hill
LVI	Marquee LVI area/ Daws Hill	Marquee LVI area	Marquee LVI area	Marquee LVI area	MSDR LVI area/ Daws Hill
UVI	Marquee UVI area (or in Clarence kitchens)	Marquee UVI area	Marquee UVI area	Marquee UVI area	Clarence

- Catering at the weekends (Saturday dinner - Sunday dinner) will be arranged by sittings for each Boarding House in different venues.
- You should **bring a water bottle** with them to School that is filled up in the morning. It can be refilled during the day from water jugs at catering venues and water facilities where available in Hubs.



## Section 8 - Music, Sport and Extras

### 1. General

- The School are trying to ensure that as many of our extra-curricular activities and societies take place as possible.
- All Music extras will be taught remotely until October Long Leave when this decision will be reviewed. Pupils will be able to attend their lesson using the Music practice rooms where wipes and pedal bins will be provided for pupils to wipe down equipment, stands and desks before and after use.
- Some will have to be adapted to allow them to take place in year groups or to allow them to take place in a more socially distanced manner. Some societies may make use of Microsoft Teams to allow some activities to take place remotely.
- You should follow the guidance from your extras teachers closely.
- You should look after your own equipment and not share equipment with others.
- Please adhere to the one-way system in place in the DSC.

### 2. Uniform

- You should wear your uniform as normal.
- You are reminded that zip neck House jumpers are now allowed to be worn as part of the School uniform. In order to maintain good ventilation classroom windows will be open where possible. You may wish to wear your jumper or a thermal layer for extra warmth.
- On days where you have PE, please wear your School PE kit (PE staff will advise which kit) until your PE lesson.
- Access to the changing rooms will be available in order to use the toilets

### 3. Off-site activities

- Off-site activities will not be taking place at this time. We look forward to them returning as soon as possible.
- Once off-site activities begin there may be additional precautions required on transport and during the activities. Staff will brief you appropriately.



## Section 9 – Boarding Houses

Boarding Houses act as residential households. The Government guidance allows young people who live in more than one household to go between them, but current guidance is that there are limitations to the number of people from different households who are allowed to socialise at any one time.

We are looking forward to boarding returning to normal and we will keep all aspects of our guidance under review, but pupils do have to follow the guidance carefully in order to help us reduce the chance of COVID-19 spreading in our community.

### 1. Not visiting other Houses

- At this time, pupils are not allowed to visit other Boarding Houses. Where Boarding Houses are physically connected pupils should pay close attention to the signage and the guidance from staff regarding which areas of the building correlate to which House.

### 2. Space in the Boarding Houses

- Although Boarding Houses are regarded as one Household it is important to do all we can to reduce the possibility of the virus spreading.
- You should keep your areas tidy and wipe down surfaces. Pedal bins are provided in the main communal areas. Please consider carefully which items you need to bring with you back to School.
- You should follow their House guidance regarding the use of common spaces such as drawing rooms and Kitchens. It is important that these areas are kept tidy.
- You should respect the space of others and maintain distance as far as possible.
- You should only use your study area and your dorm, and not visit those of other pupils.
- Any shared equipment, such as board games, swing ball etc. must be wiped down after use.
- In some Houses, bathrooms and kitchens may be assigned to specific groups or a rota may be put in place.

### 3. Weekends

- The School will continue to monitor the local and national situation which will inform decisions regarding weekends.
- If necessary, the School will ask for pupils to remain in School during open weekends.
- Where pupils are able to travel home at the weekends we ask that they:
  - Avoid using public transport
  - Follow Government guidance regarding social distance
  - Remain in their parent/guardian household for the weekend before returning home
  - Avoid larger social gatherings

### 4. Town visits

- You are asked not to visit town at this time. Where a pupil needs to visit town for an appointment they should discuss this with their Housemistress





## 5. Visitors to site

- There will be a significant reduction in the number of visitors to the site. A number of our external speakers will deliver lectures remotely.
- Parents are asked to wait in the car whilst collecting pupils for the weekends.
- Pupils should not order takeaway food to be delivered to the site.

## 6. Isolation

Current Government guidance is that where a member of a household has symptoms their whole household should self-isolate. Boarding Houses are treated as households and it may be necessary for all members of the House to self-isolate. Full boarders will be able to return home to self-isolate there.

## 7. Day Boarders

We are looking forward to Day Boarders being able to return to Boarding houses as soon as possible. At this time though we are asking that Day Boarders do not go to boarding houses as we do our part to avoid mixing between different households. Housemistresses, Tutors and Heads of Year will be available for all pupils and will have regular contact with Day Boarders. Year group events can take place in an appropriate manner and Houses can arrange socially distanced activities. This will be kept under review.

Particular arrangements are in place for pupils in Junior House and Clarence as these are both a Boarding House and a year group, and these will be communicated to pupils via their Housemistress.



## Section 10 – Fire and Lock Down Procedures

There are updated procedures for how we safely conduct evacuations in the event of an emergency

### 1. Fire

- In the event of the fire alarm sounding please exit the building you are in via the nearest available fire exit, even if this is a one-way door; your safety in the event of a fire takes priority.
- If the fire alarm sounds you should proceed to the assembly point for that building. If you are in the main School building (the Abbey, T Block, Walpole, Maths/Art) you should proceed to the Lacrosse Pitches nearest the Chapel (not Midget Pitch) and line up according to your Boarding Houses with your House Staff and Tutors, with each House being 2m apart, and a 2m gap between each year group within that line.

### 2. Lock Down

- If the lock down alarm sounds, then you should follow the usual lock down procedure, remaining where you are and follow the guidance of the member of staff you are with.
- At the end of a lock down the fire alarm will sound, and everyone should assemble as in a fire drill and line up at the assembly point relevant to the building.







## Section 11 - Contingency plans

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 coronavirus (COVID-19) is suspected, we will work with our local health protection team in line with Government guidance 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 other who may have been in contact with the person who has tested positive. Testing will first focus on the person's class and/or boarding house, followed by the year group and then the whole school if necessary, in line with routine public health outbreak control practice.



## Check your understanding

See if you can answer these questions to check you have understood the new arrangements in place.

1. Where will you be having lunch?
2. Where should you go if there is a fire alarm and you are having a lesson in the T block?
3. Do you need to bring a laptop/digital device with you to School?
4. Can you wear your PE kit instead of your School uniform?
5. On which days will Chapel services take place?
6. Where should you go after your final commitment in the day (dinner/extra)?
7. Can you get food and drinks from The Courtyard?
8. Which year groups can work in the Library? Which year groups can get books from the Library?
9. When and where do you have to wear a face covering?
10. Where are the main toilet blocks for your year group?
11. What will you do after each lesson before you leave the classroom?
12. What are the 5 key behaviours you should keep in mind?







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