



# WYCOMBE ABBNEY

**Reopening Guidance**

**June 2020**

We look forward to seeing you back at school. You will understand that we are returning under very different circumstances to those we are all familiar with. It is important that we observe the guidelines set out below in order to minimise the risk for everyone. To that extent, it is the responsibility of *all* of us to act accordingly.

### **Dates**

- Pupils will attend school in small groups in June.
- The maximum number of pupils permitted on site is 48.
- One group of pupils will be onsite from Monday 15 June until Friday 19 June (Session 1).
- A second group of pupils will be onsite from Sunday 21 June until Thursday 25 June (Session 2).
- We are afraid that it will not be possible to provide additional capacity.
- Please arrive through the Main Gate and depart through the Clarence Gate.

### **Day Boarders**

- Day Boarders who wish to attend School for one of the Sessions to board in Clarence.
- There is no additional charge for staying over during this time.

### **Transport**

- The Government continues to advise people not to use public transport wherever possible.
- Pupils should be dropped off and collected from Clarence carpark.
- We will provide parents with a time window to drop off and collect pupils. We ask that this is followed in order for us to welcome pupils whilst maintaining social distancing protocols (see Appendix 2).
- Similarly, pupils will be asked to leave at staggered intervals on departure days.
- We ask that parents remain in their cars when dropping off and collecting pupils.
- On arrival pupils will be registered by Clarence staff.
- Pupils' temperatures will be checked upon arrival and pupils will be asked to use the hand sanitiser provided.

### **Social Distancing and Hygiene**

Pupils are reminded that they must observe social distancing guidance while onsite:

- Pupils will form household *bubbles* with a small number of pupils with whom they are sharing a housing area with. The pupils will eat meals with these pupils and share social space with these pupils (see Appendix 1). They should try to maintain appropriate distance from pupils within this bubble and avoid physical contact, but there will be times when they are in closer proximity than 2 metres.
- Pupils should remain 2 metres away from other peers and staff wherever possible.

- Government guidance highlights that passing movement in closer proximity to other people is low risk, but we do require all pupils to maintain an appropriate distance from each other whenever feasible.

Pupils must also remember to make a conscious effort to observe good hygiene practice by:

- Using the individual hand sanitiser bottles that we will issue to each pupil.
- Washing hands frequently, following Government advice to wash for 20 seconds with soap and running water, and to dry them thoroughly.
- Using the hand sanitiser stations that are fitted throughout the site, ensuring that all parts of the hand are covered.
- Using disposable tissues and following the *catch it, bin it, kill* approach.

Good hygiene and social distancing is largely a matter of personal responsibility. We are a community and we look after each other best only when we follow the guidance.

### **Movement Around Site**

- Government guidance explains out that brief transitory movement is low risk.
- Pupils are asked to use only the rooms assigned to their bubble in the Abbey (Appendix 1).
- Pupils are asked to follow a one-way system in the Abbey buildings:
  - Entrance via Chapel Quad door
  - Walk on the left hand side of the corridors and stair cases
  - Exit via Fisher Library door
- Pupils are expected to walk along the edges of corridors and maintain a 2 metre distance from on another while in transit.
- We will provide signage to help guide pupils and staff.

### **Use of the Abbey and Other School Buildings**

- To allow the School to maintain high levels of hygiene and to control any possible spread of the virus pupils will be asked to use only a small number of spaces in the Abbey.
- Each bubble has its own designated space in the Abbey and should use only this space (Appendix 1).
- Each bubble should use only their designated bathroom whilst in the Abbey
- Pupils should not use other areas of the Abbey at this time.
- The Sports Centre and the Music Department are not to be used at this time.

### **Outside Space**

- Pupils may meet and socialise with pupils from other bubbles in outdoor spaces onsite at a distance of two meters, as per the Government guidance.
- These groups should be of no more than 6 people.
- Pupils may use the Tennis Courts, but should play only singles tennis with pupils in their bubble, should not share equipment, and should wash their hands after playing.

## **Boarding in Clarence**

- Lower VI pupils will board in Clarence House. This will allow pupils to have their own dorms. Pupils should not visit other dorms at this time.
- Pupils should stay within their designated houses and designated social spaces within Clarence (Appendix 1).
- Pupils should use only the bathrooms within their own Clarence House.
- Pupils should take particular vigilance in using the kitchens to ensure they are kept clean.
- All meals will be provided by the school (see Catering Arrangements).
- Pupils should not share food and any food stored in the house kitchen should be kept in sealed containers and clearly labelled.
- The school will provide pupils with individual milk bottles to prepare tea, coffee, and cereal.
- To allow for cleaning of bedrooms, pupils will be asked to study in their designated Abbey spaces at particular times each day.
- There will be cleaning material available for pupils in their Houses in order for them to wipe down surfaces.

## **Equipment and Belongings**

- Pupils will need to bring
  - Bedding (sheet, duvet, duvet cover, pillow, pillow case)
  - Clothes (pupils are asked to take laundry home at the end of each session)
  - Washing items and towels
  - Materials and equipment required for remote learning
  - Water bottles
- Government guidance is that pupils should avoid the use of shared equipment.
- Pupils are reminded to bring with them anything that they may need and not to share items amongst themselves.
- Should a pupil need an additional small items (such as pens or paper) they should ask a member of staff who will do what they can.
- Pupils should keep any personal belongings with them in their room.
- Washing items such as shampoo and shower gel should be kept in pupils' bedrooms and not left in bathrooms.

## **Doors and Fire Alarms**

- Where possible, doors will be kept open. It will not be possible for all doors to remain open and pupils should clean their hands as soon as they can after using door handles.
- School fire alarms have been tested and maintained since school closures. Evacuation procedures apply as normal.

## **Teaching**

- All lessons will continue to be taught remotely.

## Catering Arrangements

- All meals will be provided by the school.
- Breakfast and a packed lunch will be delivered to pupils in Clarence.
- Individual snack boxes will be provided for pupils.
- Evening meals will be served at the Main School Dining Room or outside (weather permitting).
- Each bubble will be served their evening meal at a set time (see Appendix A).
- Pupils will be surveyed regarding their meal choices and dietary requirements
- There will be signage in the dining room to direct pupils where to walk and sit and which entrances and exits to use.

## Health Centre

- The Health Centre will be open while the pupils are onsite in June.
- The Health Centre will run an appointment system to see pupils in order to prevent pupils waiting in reception.
- **Pupils can make an appointment by telephoning 07973 790 062 or emailing [dept-healthcentre@wycombeabbey.com](mailto:dept-healthcentre@wycombeabbey.com) and a School Nurse will contact them with appointment details. Initial appointments may be conducted remotely.**
- Pupils should be aware that, due to the nature of their work, Health Centre staff will be wearing personal protective equipment.
- Pupils who are currently taking medication will need to complete the self-medication form and return this via email to [ChandlerL@wycombeabbey.com](mailto:ChandlerL@wycombeabbey.com)
- On receipt of this form, Mrs Chandler will contact pupils regarding self-medication processes, safe storage of medication and details regarding any medication that needs to be dispensed centrally.
- It will be possible to arrange video appointments with the school GP, should this be required.
- The school will be able to obtain repeat prescriptions once provided with the relevant details.
- Pupils who wish to speak with the School Counsellors will be able to do so via Microsoft Teams. Appointments can be made directly with the Counsellors through their school email address or via the Health Centre.

## Personal Protective Equipment

- Government guidance is that teachers and people working in schools only need to wear PPE in particular circumstances, e.g. when helping with a pupil who is unwell.
- Pupils and staff are welcome to wear facemasks should they wish and if members of our community decide to do so, then this decision will be treated with respect.

## Temperature Checks

- Pupils onsite will have their temperature checked twice daily

- Where a pupil or member of staff has a temperature of 37.8° C or higher this will be treated as a potential COVID-19 symptom and the School will then follow their procedures for a suspected case.

### **Town Leave**

- Pupils will not be permitted town leave during their return in June.
- We ask that pupils remain on site for the time that they are present in school.
- To that end, pupils are reminded to bring with them anything that they may need.
- The School Shop will not be open at this time.

### **Pupils Returning Home for Weekends**

- Where pupils attend both Sessions in June, they will return to the same bubble.
- We ask that pupils returning to school after the weekend follow social distancing guidance whilst at home.

### **Deliveries and Take Away Food**

- We ask that pupils do not order food or goods to be delivered at this time.

### **Pupils with Possible Symptoms**

- Government guidelines are that the following should be treated as potential symptoms of COVID-19:
  - A temperature above 37.8°C
  - A new persistent cough
  - Anosmia (loss of taste and smell)
- Where a pupil presents with symptoms, the pupil will have to isolate until they can be collected and returned home. Government advice is that they should then isolate for a further 7 days and arrange for a test for COVID-19. They can arrange a test by visiting [www.nhs.co.uk](http://www.nhs.co.uk) or via telephone by calling 119. Once at home, fellow members of their household should self-isolate for 14 days.
- Pupils in the same bubble will be asked to self-isolate until they can be collected and then should isolate at home for 14 days to see whether symptoms develop or until a test is returned with a negative result. The wider family of these pupils do not need to self-isolate unless their daughter subsequently develops symptoms
- With only a smaller numbers of pupils returning to School in June, we will contact all parents should any pupils within the setting develop potential symptoms and parents may collect their daughters should they wish even if the person displaying symptoms was not in the same bubble.
- Parents should be prepared to collect pupils should this be required. It will not be possible to provide an extended period of quarantine or self-isolation on the school site at this time.
- The school will take advice from Public Health England, as required.

### **Staff with Possible Symptoms**

- There will be a limited number of staff members in school when pupils return in June.
- Staff will receive guidance on how they can best follow social distancing measures while at work.
- Staff members are advised to not attend work and to self-isolate if they develop symptoms of COVID-19 or a member of their household develops symptoms.
- Staff who are attending educational settings have access to a test if they display symptoms of COVID-19 and are encouraged to get tested in this scenario.
- Should a member of staff who has been working in close proximity with pupils develop symptoms, it may be necessary for pupils to self-isolate for 14 days or until a negative test result has been returned. The School will communicate with parents should this situation arise.

### **Shielded and Clinically Vulnerable Children and Young People**

- The current Government advice for Schools is that any pupils who have been classed as 'clinically extremely vulnerable due to pre-existing medical conditions' have been advised to shield. The Government does not expect these children to attend school at this time.
- Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from COVID-19. The Government advice is that medical advice should be sought if a child is in this category.
- The Government advice is that, pupils living with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their educational setting.
- If a pupil is living with someone who is extremely clinically vulnerable it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to. This will be more difficult to achieve within a boarding setting and we would not advise that pupils in this situation return at this time.

### **Cleaning**

- A deep clean has taken place across the site while the school has been closed.
- The school Domestic Team will continue to work hard to ensure enhanced cleaning takes place whilst the pupils are in School.
- Pupils will be asked to work outside of their bedrooms at certain times to allow the domestic team

### **Worries, Anxieties and Concerns**

- Clarence staff will be available in Clarence at all times should pupils have any worries or concerns regarding COVID-19.
- Pupils can also email [jonesj@wycombeabbey.com](mailto:jonesj@wycombeabbey.com) should they wish to discuss any concerns.

## **School Policies**

- School policies apply during these days of reopening.
- Lower VI Pupils do not need to wear uniform.

## Appendix 1

### *Bubbles: Designated Areas and Meal Time*

Bubble	Clarence Houses	Designated social space in Clarence	Designated Abbey Space	Designated Abbey Toilets	Designated Evening Meal Time
Bubble A	8 and 9	Clarence Library	Whitelaw Library	Ground floor visitor toilet	17:45
Bubble B	10	Clarence Conservatory	History of Art Classroom	Second floor toilet near the stairs	18:15
Bubble C	2 and 3	Clarence Common Room	Sixth Form Common Room	First floor staff toilet near the stairs	18:45

## Appendix 2

### *Session 1*

Bubble	Arrival 15 June	Departure 19 June
Bubble A	6.00pm – 6.45pm	5.30pm – 6.15pm
Bubble B	7.00pm – 7.45pm	6.30pm – 7.15pm
Bubble C	8.00pm – 8.45pm	7.30pm – 8.15pm

### *Session two*

Bubble	Arrival 21 June	Departure 25 June
Bubble A	6.00pm – 6.45pm	5.30pm – 6.15pm
Bubble B	7.00pm – 7.45pm	6.30pm – 7.15pm
Bubble C	8.00pm – 8.45pm	7.30pm – 8.15pm