



Framlingham College Opening Plan

September 2020

INTRODUCTION

This document is our Stage One Opening Plan for September 2020. It follows the publication of updated UK Government advice for schools published on 2 July 2020 and updated on 7 August 2020.

Our Stage Two Opening Plan will provide Prep and Senior School specific details. It will be with you in the final week of August. We will also be holding Q&A sessions for parents to ensure that any queries and concerns can be addressed. Details of these Q&A sessions will be released shortly.

The Government's full portfolio of guidance for education and childcare can be found here:

- <https://www.gov.uk/coronavirus/education-and-childcare>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.

This guidance provides details on the measures we need to put in place to be confident of a safe return in September. These measures emphasise '**Prevention**' and '**Response to any infection**'.

PREVENTION

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).

RESPONSE TO ANY INFECTION

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice.

ASSUMPTIONS AND CONTENTS

Assumptions

The College will open to all pupils and staff on Sunday 6 September 2020. New pupil induction and Sixth Form induction takes place on this day. Boarders return in the evening.

Our initial plans for opening are based on two central assumptions:

1. UK Government guidelines permit all pupils to return.

- This was confirmed by the UK Government on 2nd July 2020: "all pupils, in all year groups, will return to school full-time from the beginning of the Autumn Term".

2. Social distancing measures have been eased from 2m separation to 1m+

(1m with additional precautions e.g. classroom arrangements, catering setups etc.)

- The requirement for social distancing for pupils has been replaced by separating groups and maintaining distance between groups of 1m+.

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1. OVERALL APPROACH

Phased Opening

- The College will be opened in three 'phases' during Autumn Term 2020.

The progression from one phase to the next will be dependent on the effectiveness of measures taken, on the progression of the pandemic, and on any new government or local health guidance.

- **Phase 1** will be for the first three weeks of term, until the Exeat:
 - We will welcome all pupils back to the College;
 - We will not be having visitors to the main College sites (except under special circumstances with prior arrangement).
- **Phase 2** will be for the next three weeks of term, until half term:
 - A limited number of visitors will be allowed (with safety measures in place).
- **Phase 3** will be for the second half of the term:
 - This plan will be communicated at a later stage once we have seen how we are progressing and if the guidance has changed or is changing.

Pupil Groupings

- **The Senior School** will be grouping pupils by Year Group and Houses based on the following guidance:

"In secondary schools ... the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and pupils to receive specialist teaching".

"Some schools may keep children in their class groups for the majority of the classroom time ... or for boarding pupils in one group residentially and another during the school day."

- **The Prep School** will follow slightly different guidance for Primary age children where pupil numbers are lower. The Prep School will be grouping the pupils in dual year groups – Nursery & Reception, Years 1 & 2, 3 & 4, 5 & 6 and 7 & 8. The Boarding House will be seen as a separate group.
- **Staff** are required to *"try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults"*.

2. CORE COLLEGE OPERATIONS: ACADEMIC

- **Classrooms:**

- Classrooms will be reconfigured to maximise social distancing. A review is being undertaken to assess space requirements for teachers and other protective measures that may be required.

- **Timetable:**

- We are making suitable adjustments to minimise risks (e.g. changing timings to allow for staggered lunches).

- **Lessons:**

- We are holding lessons on site, as normally as we possibly can.
- If there is a need to isolate year groups we will implement remote learning for those involved.

- **Examinations in the Senior School:**

- We are planning for pupils to sit GCSE, A Level and Pre-U examinations in the autumn.
- We are looking at adjustments to internal examinations during Phase 3 to ensure these can be conducted with minimal risk.

- **Parents' Meetings:**

- Any published Parents' Meetings will be held remotely for Phase 1 and Phase 2 of the Opening Plan. The situation will be reviewed for Phase 3.

- **Arrangements for the beginning of term:**

- These will be detailed in the second communication before the end of August.

3. CORE COLLEGE OPERATIONS: PASTORAL

- **House Structure:**

- Boarding will resume as normal at both sites.
- At the **Senior School**, the current House structure will remain (Day, Flexi, Weekly and Full Boarding as normal) and each House will be a group. There will be no mixing or visiting between Houses at any time.
- At the **Prep School**, the Boarding House will be managed as a group. Pastoral care will be based around tutor groups as normal.

- **Emotional and Wellbeing Support:**

- All staff will be on hand to support pupils coming back into the College.
- The first day of term will be focused on induction, to reintegrate all our pupils into the College.
- Our pastoral structures will continue as normal.

- **Whole School Gatherings:**

- There will be no whole school gatherings at the Prep or the Senior Schools as per government guidance.
- Chapels and Assemblies will take place in groups.

- **Routine:**

- We are adjusting pedestrian traffic flow around the College sites. Start of day arrangements will be changed to moderate the flow of pupils.

- **Meals:**

- Breakfast will be staggered in House Groups at the Senior School but there will be no change to Prep School arrangements.
- Lunch will be staggered in Year Groups at the Senior School and Dual Year Groups at the Prep School.
- Supper will be staggered in House Groups at the Senior School but there will be no change to Prep School arrangements.
- The Prep School will provide snacks in different locations for each group of pupils.

4. CORE COLLEGE OPERATIONS: CO-CURRICULAR

- **Professional Guidance:**

- We are constantly reviewing guidance from professional associations so that we can deliver an extensive and vibrant co-curricular programme.

- **Sport:**

- Sport will continue to play an important role in the life of the College. We are monitoring guidance from National governing bodies, working with other schools and evolving our programme to ensure we have the most appropriate provision possible.
- Fixtures will be gradually introduced over the three phases of the term. More information will follow.

- **Music:**

- We will be continuing with a full programme of individual music tuition, music ensembles and groups as far as the guidance will allow.

- **Drama:**

- Rehearsals will take place as far as the guidance will allow, but performances will not take place until the new year.

- **Trips:**

- There will be no overnight trips. Day trips will be risk assessed on an individual basis and will only take place in accordance with Government guidance.

- **Activities:**

- The activities programmes (DofE, CCF, Carousel etc), will be running as normal with appropriate adjustments.

- **Societies and talks:**

- We will be maintaining as full a programme as possible and pupil audience size will adhere to government guidance.

5. TRANSPORT

- School minibuses will be running as normal a service as is possible.
- Safety measures will be in place, such as:
 - hand sanitiser on entry and exit.
 - pupils over the age of 11 should wear a face mask whilst on the bus.
 - no eating and drinking on the bus.
 - enhanced cleaning of vehicles will take place.

6. HYGIENE AND SAFETY

- **Hand sanitation:**

- This is a key area to reduce the risk of infection.
- We are installing hand washing stations across the College sites.
- Hand sanitisers will be at all external doors and in key, regularly used spaces.
- Senior School pupils will be encouraged to carry their own small bottle of hand sanitiser. For Prep School pupils, hand sanitisers will be located in all classrooms.

- **Uniform:**

- All pupils will be expected to wear uniform as normal.

- **Face Coverings:**

- These are currently not mandatory. However, should any members of the College wish to wear a face covering, they may do so.

- **Traffic Flow and Social Distancing:**

- We are implementing traffic flow systems and additional signage across the College sites. Everyone will be encouraged to maintain social distancing.

- **Checks and Testing:**

- We are considering the efficacy of regular temperature checks and/or other regular health monitoring measures.

- **Medical Centre:**

- We are reconfiguring the Medical Centres and ensuring they are prepared to cater for pupils with symptoms. We are maintaining strong contact with medical professionals and Public Health England to ensure our procedures and facilities are as effective as possible.

7. PUPILS PRESENTING WITH CORONAVIRUS SYMPTOMS

- **At Framlingham**, our aim is to keep everyone as safe, happy and healthy as possible.
 - If a pupil displays any of the COVID-19 symptoms listed below whilst at home, they should not come into school and parents should follow government guidelines. Parents should keep the College informed.
 - If a pupil displays any of the COVID-19 symptoms on page 10 whilst at school, the following protocol will be followed:

Step One

Medical Centre is contacted for triage assessment by a member of the Medical team.

Step Two

The pupil will be assessed in the Medical Centre if appropriate.

Step Three

If it is confirmed that the pupil is displaying COVID-19 symptoms, they will be isolated as a priority. Both Prep and Senior School have designated isolation rooms. Houses also have designated isolation rooms.

Step Four

Day pupils and flexi/weekly boarders will go home and parents would be expected to follow government guidelines and have their child tested for COVID-19.

Those who cannot go home will be cared for in school. If required, we will transfer pupils to hospital.

Step Five

If a child tests positive for COVID-19, the College will inform Public Health England and follow appropriate guidance regarding test and trace.

Step Six

All pupils who test positive for COVID-19 will have an appointment with their doctor in order to confirm their return to school.

Government guidance is as follows:

The most important symptoms of coronavirus are recent onset of any of the following:

- A new continuous cough;
- A high temperature (over 37.8 degrees Celsius);
- A loss of, or change in, your normal sense of taste or smell (anosmia).

If anyone has any of the symptoms above, they should self-isolate for 10 days. Their household contacts should also self-isolate for 14 days from when they first developed symptoms.

Anyone who displays symptoms should arrange for a test to check if they have coronavirus. If they are negative, they and their household contacts can end their self-isolation. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

8. PARENTS AND VISITORS

• **Parents:**

- During Phase 1, parents are asked not to come on site except with prior arrangement in special circumstances.

• **Visitors:**

- We are keeping external visitors and events to a minimum and we are ensuring that proper protocols are in place where necessary.
- We have appropriate arrangements in place for prospective parents and pupils wishing to visit the College sites.

9. OVERSEAS SUPPORT

• **Communication:**

- We will be communicating separately with overseas parents regarding the specific challenges they face.

• **Quarantine:**

- We are offering quarantine arrangements for overseas pupils who require it.

• **Half Term and Exeats:**

- We are anticipating normal arrangements for half-term and exeats. Should this change, we will help to make alternative plans for those who need it.

- **Guardians:**

- All overseas parents are reminded of the importance of ensuring that reliable guardian arrangements are in place.

UK Government guidance is being regularly updated. The College will adjust and recommunicate its plans as necessary.

In case of queries, please contact:

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