



Framlingham College Prep School Stage Two Opening Plan

September 2020

Issued: Wednesday 26 August 2020

This document is our Stage Two Opening Plan for September 2020.

1. Pupil Groupings

In the Stage One Opening plan we explained that the school would work with dual year groups. Having looked at the arrangements in more detail: the structure of the day, the small numbers of pupils involved and staffing requirements, we have decided that the EYFS and Years 1 & 2 will be treated as a single group. The older year groups will continue as previously stated (Years 3 & 4, Years 5 & 6, Years 7 & 8).

2. Monday 7th September

The first day back at school will be a familiarisation and team building day. Pupils will spend the day with their tutor and their Year Group giving them plenty of time to catch up and for new pupils to start building friendships. During the day, tutors will explain how the school will operate effectively whilst keeping to the guidelines we have put in place. All pupils, except Years 5 & 6, should come to school in their uniform and bring sports kit with them. This will allow them to change for the teambuilding activities and for Years 3 - 8 to do games. For the reasons stated in Point 9, Years 5 & 6 should come to school in games kit.

In the morning all existing pupils need to arrive between 08.00 and 08.15. New pupils should arrive between 08.20 and 08.30. New pupils who have siblings currently in the school can choose to arrive during either slot. More details about drop-off can be read at point 3.

3. Drop-off and locations

Parents must not come on to the site and should leave the site promptly when dropping off and picking up. The only exception to this will be parents of pupils in Nursery and Reception as detailed below.

Instead, key staff will be on hand at the entry and exit checkpoints at the start and end of the day. If you are a new parent with your child, staff will be looking out for you. They will meet and greet you and will escort your child to their class.

We do realise that parents need contact with tutors and would like to see them at the beginning of the term. Whilst this will not be possible face to face initially, tutors will make sure that this happens, either by email, phone or over Teams. Our priority is to care for your child and help them settle into school life, and we will keep you informed as much as possible. Please don't hesitate to contact the school if you have any concerns during the day.

- **Years 7 and 8** – Parents should use the main drive entrance. The checkpoint will be the black gate that feeds directly on to the courtyard.
- **Years 4, 5 and 6** – Park towards the East (church) end of the parents' car park. The check point will be the pond gate.

- **Years 1, 2 & 3** – Park in the middle of the parents' car park. The checkpoint will be the gate between the black shed and the high brick wall.
- **Nursery & Reception** – Given the age of pupils and the differing sessions that Nursery pupils may attend, parents should deliver their children to the Early Years Building. Please use the black gate opposite the Headmaster's House and follow the track down to the building. Nursery children should be dropped at the first door and reception children should continue down to the side door. Staff will be available to handover pupils at the start and end of the day.

We would encourage all parents to comply with these guidelines and to stick rigorously to the times we have detailed. Please contact the School Office if your personal circumstances make this impossible rather than inconvenient.

4. Registration

This will take place in the pupils' tutor rooms and during this time tutors will also check each pupil's temperature. This will be performed with a hand-held, non-contact thermometer. Any pupil found with a high temperature will be moved to the Medical Centre and staff will carry out the protocols in place for dealing with suspected COVID-19 cases as detailed in the Stage One Opening Plan.

5. Transport

As mentioned in the Stage One Opening Plan, the school bus route will run as normal. Pupils must adhere to the safety measures that will be in place. Contact travel@framlinghamcollege.co.uk to book your seat.

6. Lessons

Our aim is that lessons will continue in as normal a manner as possible. Classrooms have been set up in line with Government recommendations to limit the chances of infection. Tables will be arranged so the pupils are facing forward where possible and there will be space at the front of the class for the member of staff. Strict cleaning regimes have been put in place and sanitisation equipment will be available.

In subjects where resources are typically shared, such as Science, Art, DT, Music and Sport, teachers will be adapting lessons so that equipment is managed in line with the need to reduce the risk of infection. When sharing of equipment is unavoidable, staff will work with our domestic teams to either clean equipment between use or to have it set aside for the required period of time. Access to the library is essential in any self-respecting school and we have a robust system in place so that pupils will still have access to the books, but the handling, returning and sanitising of them is controlled.

Government guidance allows the different groups to pass in corridors in between lessons but contact must be minimal. However, pupils will be instructed not to stop and loiter in corridors and

signage will be in place to remind them. Corridors that are sufficiently wide will operate on a two-way flow, single-file system where pupils will, 'keep to the left'.

7. Support for pupils unable to attend lessons

The College is committed to ensuring that pupils who are not able to attend school will be well supported. At the same time staff will be teaching full time so this extra provision will be managed carefully. Staff will setup their rooms so that pupils can hear their lessons and see either the class interactive whiteboard or teaching notes. If needed lessons will be recorded for pupils who are ill or in very different time zones. Wherever possible pupils are encouraged to join the lesson live via Teams. Prep will continue to be set using Firefly and homework diaries, and resources will be provided. Teachers will support the pupils not able to attend the lesson via Teams or email.

8. Breaktimes and play equipment

During break and lunch times the pupils will remain in their specific groups. The back field will be divided into three areas with dedicated play equipment. A rota will be put in place for the adventure playgroup and Willow Wood area. The playground will then be sanitised between each group. Due to this cleaning regime, the adventure playground is only to be used at morning and lunch breaks.

Year 1 and 2 and the Early Years Building have their own play areas that they will use during their breaks.

9. Sport and PE

All pupils will be involved with the usual sport for the term operating in the specific pupils' groups detailed earlier. U9 Boys, U11 Girls and U13 Girls will all play hockey and the U9 Girls will play netball. U11 and U13 Boys will play rugby and Years 1 and 2 will play touch rugby and football. All pupils will have to adjust to the current relevant national governing body guidelines. The RFU have been particularly helpful having published a short video explain how the game will be played entitled, [Ready4Rugby](#). We will not be playing matches against other schools during the first phase of return, but this will be reviewed for the second phase. Therefore, pick-up time on a Wednesday can be as early as 16.00 until further notice.

Naturally, every pupil must have a mouthguard. For all those who generally use and prefer the Titan Mouthguard the earliest opportunity for a fitting day at school will now be **Tuesday 13th October** and further information is attached.

As mentioned earlier, we do not have the facilities to allow changing before and after training sessions with the new restrictions in place. Therefore, until further notice, all pupils in Years 5 - 6 should come to school in their games kit on the three days they have sport. The ground is too hard to wear rugby boots at present and so, with the exception of mouthguards, there is no need to bring in games bags for netball and rugby. More equipment is needed for hockey but even then, please keep equipment to a minimum. Pupils are requested to store hockey equipment in the

following areas only:

- **Years 7 & 8** – Top Changing Rooms.
- **Years 5 & 6 Boys** – Rowley Hall Changing Room 1 (off the foyer).
- **Year 6 Girls** – Rowley Hall Changing Room 2 (in through the side door and turn right).
- **Year 5 Girls** – Rowley Hall Changing Room 3 (in through the side door and turn left).
- **Years 3 & 4** – In their classroom areas.

In the Autumn Term, Years 3 – 6 will be swimming in PE. Pupils will need to have their costume, towel, goggles and swim hat in a separate bag that can be kept on their classroom peg. The Leisure Centre has strict protocols in place to ensure the changing rooms and pool surrounds are sanitised after each session. Years 7 & 8 will swim in the Spring Term and so will have PE lessons at the Prep School this term. Reception, Years 1 & 2 will also have PE lessons on site and will need to bring in their PE kits to change into. Your tutor will inform you which days these will be.

Please do not hesitate to contact Georgina Kingstone, if you have any further queries, gkingstone@framlinghamcollege.co.uk.

10. Activities

Lunchtime and before & after-school activities will be arranged to maximise the wide range of co-curricular offerings that we pride ourselves on. Understandably, adjustments will have to be made to manage these sessions under current restrictions. All activities will be based around the same pupil groupings as we have during the day. A full set of activity choices will be sent out in the first week of term and pupils will be asked to make their selections. Activities will then commence in Week 2. Forest School and iCan Activities will not be taking place on Saturdays.

11. Catering

The school catering will be back in operation as fully as possible for the new term. Lunches and snack will be provided for day pupils as normal, but logistics now mean that we will not be able to offer High Tea. The lunchtime break has been adjusted to allow greater time to move the different groups through the dining room and to allow the room to be sanitised in between each group. Snacks will be distributed in a different location for each group to avoid the convergence of pupils in the dining room at the same time.

12. Pick-up

Pick up will be from the same checkpoint as morning drop off as detailed in point 3. Pupils must inform tutors at the beginning of the day as to whether they will be collected at 16.00 or 17.00, as these are the two times when staff will be in position at the checkpoint. Collection at times other than this must be arranged through the School Office.

13. After-school care

We will continue to offer parents the facility for pupils to stay beyond 17.00. During this time pupils will join the boarders. Pupils must be booked in via the school office and collection will be from the front of school at 18:00 or 18:30 if they are staying for tea.

14. Boarding

Miss Bridges will be writing to all parents who have signed up for boarding this term. We aim to offer the full range of boarding provision operating as a separate boarding group.

15. Prevention of Infection

Staff and pupils must:

- Clean hands thoroughly and more often than usual. Hand Sanitisers and additional hand washing facilities have been added across the site, with posters reminding us of the correct procedure.
- Any personal supplies of hand sanitiser must be alcohol based.
- Follow good respiratory hygiene – “catch it, bin it, kill it”. Tissues and bins for safe disposal will be in every classroom. Pupils are also encouraged to bring their own tissues. Posters around school will act as reminders.
- Be aware of, and maintain social distance on arrival, throughout the day and on departure.

Staff and pupils may:

- Wear face masks and/or shields, taking care to dispose of them or store them safely.

Please refer to the Stage One Opening Plan for more details of the hygiene measures we have put in place. The Stage One plan can be found on our website: framlinghamcollege.co.uk/coronavirus.

16. Risk Assessment

This will be available on the website from Monday 31st August.

17. Daily Routine

Please see next page.

FRAMLINGHAM COLLEGE PREP SCHOOL DAILY ROUTINE - 2020/21



Monday to Friday inclusive: All Day and Boarding pupils must be in school by 8.20am to attend morning registration.
 Saturday: Year 7 and 8 Day and Boarding pupils' registration at 8.45am at the Prep School.
 Afternoon registration is at 1.50pm except for Wednesday when it is at 2.10pm.
 The Pre-Prep day runs from 8.25am until 4.00pm with lunch between 12.00pm to 12.40pm. After School Clubs are available from 4.00pm to 5.00pm. Supervision is available between 5.00pm and 6.00pm if required.
 Prep and Tea is available for all pupils who wish to stay beyond 5.00pm.

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	17.00 - 18.30	18.30 - BED
Monday	08.50 - 09.10 Registration	09.10 - 09.50 Whole School Assembly & Tutor Time	09.50 - 10.30	10.55 - 11.35	11.35 - 12.15 Games - Years 3 & 4	12.15 - 12.55 Games - Years 3 & 4	14.00 - 14.40 Games - Years 5 to 8	14.40 - 15.20 Games - Years 5 to 8	15.40 - 16.20 SNACK	16.20 - 17.00	BOARDERS TEA & PREP	Senior Prep & Boarding ACTIVITIES
Tuesday	08.50 - 09.10 Registration	09.10 - 09.50	09.50 - 10.30	10.55 - 11.35	11.35 - 12.15	12.15 - 12.55	14.00 - 14.40	14.40 - 15.20	15.20 - 16.00 SNACK	16.15 - 17.00 Activities	BOARDERS TEA & PREP	Senior Prep & Boarding ACTIVITIES
Wednesday	08.30 - 09.10 Registration	09.10 - 09.50	09.50 - 10.30 House Assembly 10.30 - 10.50	11.15 - 11.55 Games - Years 3 and 4	11.55 - 12.35 Reading Time / Early Lunch	12.35 - 13.00 Reading Time / Early Lunch	14.00 - 14.40 Games - Years 5 to 8	14.40 - 15.20 Games - Years 5 to 8	15.20 - 16.00 Pupils may leave at the end of Games or if they are involved in matches, after our visitors have left.	16.15 - 17.00 Activities	18.00 BOARDERS TEA & PREP	EVENING ACTIVITIES
Thursday	08.50 - 09.10 Registration	09.10 - 09.50	09.50 - 10.30	10.55 - 11.35	11.35 - 12.15	12.15 - 12.55	14.00 - 14.40	14.40 - 15.20	15.20 - 16.00 SNACK	16.15 - 17.00 Activities	BOARDERS TEA & PREP	Senior Prep & Boarding ACTIVITIES
Friday	08.50 - 09.10 Registration	09.10 - 09.50	09.50 - 10.30	10.55 - 11.35	11.35 - 12.15	12.15 - 12.55	14.00 - 14.40 Games - Year 3 to 6	14.40 - 15.20 Games - Year 3 to 6	15.20 - 16.00 Section Assembly	16.15 - 17.00 Activities	BOARDERS TEA & PREP	Senior Prep & Boarding ACTIVITIES
Saturday	09.00 - 09.40 Registration	09.40 - 10.20 Tutor & Private Study	BREAK		10.40 - 11.20 Games - Years 7 and 8	11.20 - 12.00 Games - Years 7 and 8	12.00 - 12.40 Activities	12.40 SCHOOL ENDS	BOARDING ACTIVITIES		17.00 - 18.30 TEA 17.00	18.30 - BED EVENING ACTIVITIES



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