



**HAMPSTEAD SCHOOL**  
Learning together Achieving together

## **Full school reopening – March 2021**

### **Parent and Student Guide**

*Learning together, Achieving together,  
Reducing risk together*



## Message from the head

The successful landing of NASA's Curiosity Rover in their Mars Perseverance Mission has been a welcome distraction in recent weeks. The sight of the NASA ground control team celebrating the rover's safe landing reminded us of the power of teamwork; a group working together can be more than the sum of its component parts. As we prepare to reopen after this third national lockdown, many of these themes are relevant. Although students have completed some fantastic work at home, the opportunity to collaborate with their peers will accelerate their learning. Perseverance will be a watchword as we all make the transition from home to school. But perhaps the most important theme here is curiosity; it is the same questioning spark driving the NASA mission that will make our return to school so exciting. Seeing your sons and daughters, listening to their questions, and helping them work out the answers will be an even better tonic than watching a robot land on Mars.



Much of this Reopening Guide mirrors the document circulated in August 2020. However, we would ask that you read through it in full with your child, taking particular note of the additions (highlighted in yellow).

We need to place particular emphasis on the following points:

- **LFD testing:** Schools have been asked to test all students three times on their return. Maximising the number of students participating in Lateral Flow Device Testing will minimise the risk for students, staff and their families. Please use this form to give consent if you are yet to do so.

[Lateral Flow Testing Consent Form](#)

- **Symptomatic students must stay at home:** LFD testing is only for students without any symptoms. If your child had symptoms you must keep them at home and arrange a test through NHS Test and Trace.
- **Face coverings to be worn at all times:** For the 3.5 weeks to Easter, face coverings must be worn at all times on the school site. This will feel uncomformable at times but it is for a limited period. It will make people feel more safe and secure and help keep you and your loved ones safe.

If you have any questions having read this document, please do get in touch.

All best wishes,

A handwritten signature in black ink, appearing to read 'Matthew Sadler', written in a cursive style.

Matthew Sadler, Head

## **Part One: Meeting the DfE guidelines on full school reopening**

The DfE guidance for the full reopening of schools can be found in full here:

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

The guidance sets out a system of controls that, if implemented effectively, will significantly reduce risk of COVID-19 transmission. This system of controls consists of:

1. A clear and transparent risk assessment process
2. Strict protocols to deal with those who display COVID-19 symptoms
3. Regular opportunities to wash and/or sanitise hands
4. Promotion of respiratory hygiene
5. Enhanced cleaning in all areas
6. The minimising of contact and the introduction of social distancing wherever possible
7. The wearing of face coverings in recommended circumstances
8. Regular ventilation of occupied spaces
9. Asymptomatic testing of staff and students

### **1. Risk assessment**

As part of planning for a full return in March, it is a legal requirement that schools should revisit and update the risk assessments first created for the gradual return of Year 10 and Year 12 students in June 2020 and updated for the reopening of schools in September 2020. Our risk assessment has undergone regular review in response to changing government guidelines, with the most recent version being approved by the school's governing body and Camden local authority in January 2021. We will now conduct a further review in light of the most recent guidance; this version will need to be signed off by the head, the governing body and the local authority before the school opens on March 8<sup>th</sup>.

This risk assessment will be made available on the school website for all stakeholders to view in the week beginning the 1<sup>st</sup> March.

Personal risk assessments are also being reviewed and updated for shielding students and those who are clinically vulnerable. Where relevant, risk assessments are being reviewed and updated for students with specific SEND needs or an Education, Health and Care Plan.

## 2. Strict protocols to deal with those who display COVID-19 symptoms

At present, government guidelines describe COVID-19 symptoms as:

- A new and persistent cough *or*
- A high temperature *or*
- A loss of, or change in, your normal sense of taste or smell.

*What should I do if my son or daughter develops COVID-19 symptoms at home?*

If any student or member of staff display any of these symptoms at home, they must not come into school. The Hampstead School Attendance Line should be contacted as normal. They should prepare to isolate for at least ten days and arrange to have a COVID-19 test.

If the test comes back negative, they can return to school as soon as they feel well enough to do so. If the test is positive, they must self-isolate for ten days and engage in NHS Test and Trace procedures.

*What should I do if someone in my son or daughter's household develops symptoms?*

If someone in your child's household displays COVID-19 symptoms, they must not come into school. A test must be arranged for the symptomatic person and the household must prepare to isolate for 10 days.

If the test comes back negative, your child can return to school immediately. If the test comes back positive, all members of the household must self-isolate for 10 days.

**The term 'household' now incorporates support and childcare bubbles where relevant.**

*What will happen if my child develops COVID-19 symptoms at school?*

If a student develops COVID-19 symptoms whilst in school, they must inform a member of staff. We will arrange for them to be sent home immediately. Whilst awaiting collection they will be isolated in a well-ventilated room. Supervising staff will only wear PPE if, for any reason, two-metre distancing cannot be maintained.

*What will happen if it is confirmed that a student or member of staff has COVID-19?*

The school will liaise directly with the local health protection team and a rapid risk assessment will be carried out. They will ensure that any students or staff who had close contact with the person when they were infectious are asked to self-isolate for 10 days since they were last in close contact.

It is important to note that, if a student is absent because they are following public health advice, their attendance record will not be affected.

***What will happen if an asymptomatic student tests positive following an in-school LFD test?***

The student will be collected, parents/carers will be contacted and arrangements will be made for the student to go home. A member of the site team will 'deep clean' any equipment the asymptomatic student was using. School leaders will carry out a rapid risk assessment and determine close contacts. Close contacts will be asked to go home and self-isolate for 10 days.

### How should the ten days' isolation be calculated?

Ten days' isolation should be calculated as ten full days from (i) the onset of symptoms for symptomatic individuals who test positive (ii) the positive test result for asymptomatic individuals who test positive (iii) the point of 'close contact' for those identified as close contacts of a confirmed case. Therefore, if any of the above occurred on a Monday, 'day 1' would start at 00:00 on Tuesday and isolation would finish at 23:59 of 'day 10', the following Thursday.

This guidance is correct as of February 2021. The most up to date information can be found here: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>. We will update you if there are any significant changes to government guidelines.

### 3. Regular opportunities to wash and/or sanitise hands

Students will be required to wash or sanitise their hands on arrival at school and again before entering any teaching space or the dining hall.

Hand sanitiser will be available in every classroom and teaching staff may need to ask students to sanitise their hands during a lesson, particularly if using subject-specialist equipment or after distributing books or worksheets.

If, for any reason, your son or daughter handles something that makes them feel concerned, their teacher will give them an opportunity to thoroughly sanitise or wash their hands.

### 4. Promotion of respiratory hygiene

All teaching rooms have been equipped with paper tissues and covered bins. Students will be regularly reminded of the 'catch it, bin it, kill it' approach using resources like those available on the COVID-19 section of the [e-Bug website](#).

**How can you stop coronaviruses spreading?**

If you need to cough or sneeze			You should wash hands with soap & water or hand sanitiser				
Catch it with a tissue	Bin it	Kill it by washing your hands with soap & water or hand sanitiser	After breaks & sport activities	Before cooking & eating	SCHOOL ETC. On arrival at any childcare or educational setting	After using the toilet	Before leaving home

✓ Try not to touch your eyes, nose, and mouth with unwashed hands

✓ Do not share items that come into contact with your mouth such as cups & bottles

✓ If unwell do not share items such as bedding, dishes, pencils & towels

### 5. Enhanced cleaning in all areas

We increased our cleaning capacity in preparation for September and this will be maintained when we reopen in March. All classrooms and communal spaces will be given a deep clean every day.

High-touch areas in classroom spaces (door handles, desks, computer keyboards and chairs) will be cleaned between use by different student bubbles (for an explanation of student bubbles, please see the section on social distancing).

Toilet facilities will be cleaned regularly throughout the course of the day and the Dining Hall will be cleaned between use by different student bubbles.

Subject-specific resources will be cleaned between use by different student bubbles or rotated using a quarantine system to remove risk of transmission.

Anti-bacterial wipes will be available in classrooms should students want to clean a table or a piece of equipment for peace of mind.

## **6. Minimising of contact and introducing social distancing wherever possible**

### *The implementation of 'student bubbles'*

In order to minimise contact, students will be organised into 'bubbles' that they will remain in throughout the course of the school day.

In Years 7, 8 and 9 these bubbles will be based on tutor groups. Students will have lessons exclusively with their tutor group; mixed-group and setting arrangements will be suspended.

In Years 10, 11 and Sixth Form, student bubbles will be year-group sized. This arrangement is necessitated by the wide range of different subject combinations studied by our students at GCSE and A-Level.

At the beginning and end of the day, staggered arrivals and departures will support the separation of bubbles at the school gates and in its immediate surrounds. Staggered access to the Dining Hall and zonal playground spaces will maintain discrete bubbles at break time and lunchtime. Double lessons will remove the issues posed by lesson changeover and reduce movement around the school site.

These bubbles must be maintained before and after school. Students must maintain two-metre social distancing from students in other groups when travelling to and from school.

### *The organisation of classrooms and resources*

Where possible, classrooms have been organised in rows with all tables facing forwards. Unnecessary furniture and equipment has been removed to reduce cleaning needs. Resources have been organised in order to allow for exclusive bubble-use, cleaning between different student bubbles or the implementation of a quarantine system.

Seating plans will be as consistent as possible across subject areas, further limiting the amount of close contact between different students.

### *Social distancing amongst staff and students*

Teaching staff and associate staff will be advised to maintain two-metre distancing from students whenever possible. When class sizes allow, students will be spaced around the room in order to maximise social distancing. At break time and lunchtime, students will be instructed to try to maintain one-metre plus social distancing and avoid activities that lead to physical contact.

## 7. The wearing of face coverings in recommended circumstances

The updated guidance states that: *Staff and students in secondary schools and colleges are advised to wear face coverings in all areas, including classrooms, where social distancing cannot be maintained.*

As social distancing is very difficult to maintain within a school setting, all staff and students will be required to wear a face covering at all times. There will be a small number of exceptions – e.g. whilst eating, whilst participating in strenuous sport – but the default position will be that if you are on site, you should be wearing a face covering. This includes during free association time in outdoor areas.

If a child is exempt (the potential reasons are listed [here](#)) they will be given an exemption card that they will be able to display if required. Unless exempt, students will be asked to bring two face coverings to school with them every day.

**Note:** This advice is time-bound; a review will take place during the Easter holiday.

*What if a student does not have a face covering on arrival to school?*

If a student is without a face covering for the initial COVID-19 test in the week beginning 8<sup>th</sup> March, their name will be taken and contact will be made with home. They will be provided with a face covering in order to take the test safely. The same approach will be taken with students arriving for face-to-face lessons without a face covering up to and including Monday March 15<sup>th</sup>.

From Tuesday March 16<sup>th</sup> your child may be sent home to collect the necessary equipment if they arrive at school without a face covering.

*What if my child loses or damages their face covering during the course of the day?*

All students should bring a spare face covering to school to protect against such an eventuality. If both face coverings are lost or damaged the school will provide your child with a face covering. This will be logged by the member of staff providing the mask and a message will be sent home. If a pattern emerges this will be picked up by Heads of Year.

*What if a student refuses to wear their face covering?*

If a student refuses to put on their face covering when requested they will be removed from the classroom and located in an area where two-metre social distancing is possible. If the student subsequently complies with the instruction they will return to the classroom (with agreement from the member of staff). If they continue to refuse they will be given work to complete independently. Contact will be made with home.

*I worry about the impact this will have on communication – how long will it go on for?*

This is a time-bound guideline and if case numbers continue to drop it is likely that the face covering expectation will change in April. This means that the necessity to wear a face covering at all times may only last for three and a half weeks. We will update you before the start of the summer term.

## **8. Regular ventilation of occupied spaces**

Government guidance now places greater emphasis on regular ventilation as an effective strategy to reduce transmission and the Health and Safety Executive have issued [more detailed guidance](#). School staff will take the following into account when working in classrooms and shared work areas:

- Windows and doors (apart from fire doors) should be propped open when a room is occupied.
- Lower temperatures and windy weather conditions increase the natural ventilation through openings. This means that partially opening windows can still provide adequate ventilation while maintaining a comfortable workplace temperature.
- Opening higher-level windows is likely to generate fewer draughts.
- Students will be allowed to keep outdoor coats on if ventilation means the room is cold.
- Airing a room when not in use will help improve ventilation – this involves opening all of the windows and doors for a period of time.

## **9. Asymptomatic testing of staff and students**

In-school and at-home asymptomatic testing of both staff and students should dramatically reduce the risk posed by asymptomatic cases and therefore decrease transmission.

All consenting students will be tested three times in school in the two weeks following March 8<sup>th</sup> before engaging in testing at home from Monday March 22<sup>nd</sup>.

All consenting staff will test at home from Monday March 8<sup>th</sup>. Although further guidance on home testing and reporting will be issued, we will ask that students and members of staff test on a Monday and Thursday morning each week.



## **Part Two: Implications for everyday provision**

### **Reopening arrangements**

Live support and feedback expectations will cease on Thursday March 4<sup>th</sup>, giving staff time to prepare for the return to school and begin collaborative curriculum planning in response to the arrangements for summer assessment and recovery needs of our students. From Monday March 8<sup>th</sup> all staff must be in school. The return of students will be staggered with a ‘test before we teach’ policy in place.

<b>Date</b>	<b>COVID Testing</b>	<b>Face-to face teaching</b>
Monday 8 March	Year 13 and staff	No face-to-face teaching
Tuesday 9 March	Years 11 and 12	Year 13
Wednesday 10 March	Years 9 and 10	Years 11, 12 and 13
Thursday 11 March	Years 7 and 8	Years 10, 11, 12 and 13
Friday 12 March	Years 11, 12 and 13	Years 10, 11, 12 and 13
Monday 15 March	Years 9 and 10	All students in lessons*
Tuesday 16 March	Years 7 and 8	All students in lessons*
Wednesday 17 March	Years 11, 12 and 13	All students in lessons
Thursday 18 March	Years 9 and 10	All students in lessons
Friday 19 March	Years 7 and 8	All students in lessons

### **Timings of the school day**

The staggering of arrival and departure times means that the normal school day will vary for different year groups.

#### *Arrival and Departure Times*

<b>Year</b>	<b>Arrival Time</b>	<b>Arrival Gate</b>	<b>Departure Time</b>
7	0825	North Gate	1450
8	0830	North Gate	1455
9	0835	North Gate	1500
10	0830	South Gate	1505
11	0835	South Gate	1510
Sixth Form	For first lesson or 1100 tutor	South Gate / reception	Following final lesson

Students will be instructed to aim for their stated arrival time but will also be reassured that, should they arrive a little before their designated time, it will not lead to a sanction. If a student consistently arrives at the wrong time, we will contact home and work with parents to ensure punctuality. In order to avoid lateness sanctions:

Students in Years 7, 8 and 9 will be directed to their playground zone where they will line up prior to form time.

Students in Years 10 and 11 must make their way independently to their teaching room before 0840 – this is when form time begins.

Students in Sixth Form must make their way independently to their first timetabled lesson or 1100 form time.

### *Lesson Times*

<b>Time</b>	<b>Detail</b>
0840-0900	KS3 and KS4 form time
0900-1000	Lesson 1
1000-1100	Lesson 2
1100-1125	Break and KS5 form time
1130-1230	Lesson 3
1230-1330	Lesson 4
1325-1400	Lunch
1400-1500	Lesson 5*

\* With staggered dismissal – see departure times above

### **Transport to and from school**

The capacity of the public transport network is much reduced due to social distancing. Students, particularly those who live within a two-mile radius of the school, should make their journey by foot or bicycle if possible. These are low-risk forms of transport with very consistent journey times.

There is a danger that more students will be dropped off by car, increasing congestion and pollution. We ask that you avoid this. In cases where it cannot, please drop your son or daughter at the north or south end of Westbere Road in order to reduce congestion around the school site.

Students should travel straight home after school and avoid gathering in groups in locations away from the school site. They should seek to preserve their bubbles; two-metre distancing should be maintained from students in other groups.

### **School uniform**

All students will be expected to wear full school uniform when we return in March. The latest scientific advice suggests that clothing is not a significant vehicle for virus transmission and that uniforms do not need to be cleaned any more often than usual.

If current financial pressures mean it is difficult to afford appropriate uniform, please contact the school and we will do our best to offer support.

The exception to this relates to days that your son or daughter has practical PE. In order to remove the necessity to use changing rooms, students should attend school in their Hampstead School PE kit.

If your son or daughter arrives at school without correct uniform, they will be expected to return home and correct any issues. In some cases, we may issue uniform on a loan basis. Please be assured that any uniform provided will have been thoroughly cleaned if previously used by another student.

If, as you prepare for the return to school, you have any blazers in good condition which you no longer need, please wash them and bring them into the school reception as we will gladly make use of them.

## Equipment

It is more important than ever that students arrive at school fully equipped. We will be unable to lend out equipment due to the risk of cross contamination. All students must come to school with:

- A sensible school bag, large enough to carry A4-sized materials
- Pencil case
- At least two blue or black pens
- Pencil
- Ruler
- Pencil sharpener
- Eraser
- Calculator
- School planner
- Water bottle
- **Two x face covering**

If students arrive at school without equipment, we will offer it from school supplies. However, it will be necessary to log each incident and ask parents to cover the cost of equipment given to their child.

## School curriculum

The school curriculum remains relatively unchanged. Key Stage 4 and Key Stage 5 students will be able to start or continue with their examination courses. Students in Years 7, 8 and 9 will experience the full range of National Curriculum subjects. Careful timetabling means that all students will be able to access subject specialist classrooms and equipment.

The biggest change for students will be that all morning lessons are now double periods, a shift necessary to reduce movement and minimise cleaning. There will also be some changes in delivery, particularly in practical subjects.

## Extra-curricular activities

Hampstead School is renowned for its extensive extra-curricular offer and, although the extra-curricular timetable did not begin in earnest in the Autumn term, we will look to get things underway as quickly as possible. Activities will be limited to those that can be offered to discrete student bubbles or that can function with strict social distancing in place, but we will extend this as soon as government guidelines allow. More information will be released in preparation for the Summer term.

## Parent/Carer meetings

Opportunities for face-to-face meetings will be limited on our return. The majority will be replaced – in the short-term – with telephone conversations. If a face-to-face meeting is necessary, it will take place with social-distancing in place. It is very important that parents do not come to school without an appointment; it will be difficult to arrange for the appropriate setting to be available at short notice.

## **Zonal playground spaces, fire drill and lesson transitions**

In order to maintain student bubbles each year group will be allocated an area of the playground. These zones will also be where each year group's fire drill position is located. New fire drill procedures will be shared with students at the start of term.

Students will continue to line up in fire drill position at the end of break time and lunchtime and we will ask teachers to pick up their class and escort them to the relevant classroom. This will ensure calm starts to lessons and allow us to embed expectations on student movement and use of one-way systems.

## **An immediate remote curriculum**

The potential for absence due to the displaying of COVID-19 symptoms or quarantining due to close contact with a confirmed case make it more likely that your son or daughter will spend time out of school this year. The school will provide a remote curriculum that students must engage with if they are well enough to do so. The curriculum will consist of a combination of physical and online resources.

In the short term, we strongly recommend that your son or daughter have access to a suitable online device when working at home. This should be a laptop, desktop or tablet with a discrete keyboard. We recognise that this is a very difficult financial time for many families and we plan to support those most in need, but if you are able to provide a device, it is likely to prove very important this year.

## **ParentPay**

The school's emphasis on cashless payment – for food, trips, uniform and equipment – is now even more important given COVID-19 guidelines. Please make sure your son or daughter has money on their ParentPay account.

## **Attendance**

When schools reopened to certain Year Groups in June, no parent was penalised for their child's non-attendance at school. The guidance has changed; the risks attached to prolonged absence are now seen to be far greater than those linked to virus transmission. School attendance is therefore mandatory again.

Schools have been asked to:

- Remind parents of their duty to ensure their child regularly attends school
- Return to normal practices in terms of the recording and following up of student absence
- Issue sanctions, including fixed penalty notices, in line with the local authority's codes of conduct

We recognise that there will be students and parents who are anxious about returning to school. This may include students who have been shielding, those living in households where someone is clinically vulnerable, or those worried by the comparatively increased risk from COVID-19, including those from BAME backgrounds.

In response to this, we have developed a carefully planned student induction programme. A significant element of our curriculum will be dedicated to supporting reintegration and we have trained professionals ready to support students and their families on a line-by-line basis. If you have concerns,

please contact the school prior to March 8<sup>th</sup>; we would be very happy to talk to you in detail about the control measures we have implemented and put in place additional support for your son or daughter.

It is important to note that, where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

## Parent and Carer Preparation List for September

We want you to have as much detail as possible about how we will ensure that your child is safe, happy and successful at Hampstead School from September onwards. However, we recognise that the reopening guide contains a huge amount of information.

In order to support you in preparing for September, we have created a summary of the key steps that you should take over the next week. The links will take you to further information on the Hampstead School website, should you require it:

1. Talk your child through the information in this pack.
2. Make sure you have completed the [LFD testing consent form](#), even if you decide to withhold consent.
3. Make sure your child has the correct uniform, including PE kit. All items should be labelled clearly with their name. Your child should also bring **two face coverings** to school.

[https://www.hampsteadschool.org.uk/\\_site/data/files/policies/EA0DD7A493CE1F1D95F5B180E154752A.pdf](https://www.hampsteadschool.org.uk/_site/data/files/policies/EA0DD7A493CE1F1D95F5B180E154752A.pdf)

4. Make sure that your child has an appropriate schoolbag (labelled with their name) in which they can place their planner, timetable and full equipment. Staff will not be able to lend students equipment for lessons free of charge.

[https://www.hampsteadschool.org.uk/\\_site/data/publications/year-7-booklet/6/index.html](https://www.hampsteadschool.org.uk/_site/data/publications/year-7-booklet/6/index.html)

5. Help your child to plan their route to school so that they will arrive at their allocated time, trying to avoid private car or public transport.
6. Ensure that your ParentPay account has sufficient funds for your child to buy food at school, as appropriate.

<https://www.hampsteadschool.org.uk/page/?title=Online+payment&pid=98> and <https://www.hampsteadschool.org.uk/page/?title=SCHOOL+CATERING&pid=97>

7. Help your child to look at their timetable each evening and ensure that they are fully prepared for the following day, including wearing their PE Kit if they have a practical PE lesson.

[https://www.hampsteadschool.org.uk/\\_site/data/files/policies/EA0DD7A493CE1F1D95F5B180E154752A.pdf](https://www.hampsteadschool.org.uk/_site/data/files/policies/EA0DD7A493CE1F1D95F5B180E154752A.pdf)

8. Contact Hampstead School by telephone or e-mail if you have any queries or concerns. Please do not come in person to the school reception.

<https://www.hampsteadschool.org.uk/page/?title=Contact+Us&pid=69>