



THE KING'S SCHOOL

GRANTHAM

Information Pack
for the opening of the school in September

The disease - coronavirus disease (COVID-19)
The virus - severe acute respiratory syndrome
coronavirus 2 (SARS-CoV-2)



The most effective way to prevent the spread of COVID-19 is for students and staff who suspect that they have COVID-19 to stay at home and follow the NHS guidance.

No students or staff with suspected COVID-19 will be permitted on the school site.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.



CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.





Frequently Asked Questions (FAQ)

Our actions and responses are constantly under review and will be amended as circumstances dictate.

Background

On 23rd March 2020 schools were closed for all bar the children of key workers and vulnerable students.

Since 23rd March we have been running provision for key worker and vulnerable students each day.

On 10th May secondary schools were told to prepare for "some face-to-face support" to supplement the remote education of children in year 10 and 12 from 1st June. Subsequent announcements delayed this return until 15th June.

On 2nd July guidance was published asking schools to prepare for a full time return for all students in September.

When will the school reopen?

The school will open for Year 7 students only on Wednesday 02 September. All other students should return to school on Thursday 03 September.

What time will the school start and end?

The school will open at 08:45 and students are not to congregate, but to go straight to their form rooms and sit at their desk. If students arrive before this time then they should go straight to their form room.

What Systems has the school put in place to reduce the probability of the spread of Covid-19?

The government guidance states the following controls must be implemented by schools [[:https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)]

- 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)
- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (Covid-19) amongst the school community



How can we help to reduce the spread of COVID-19?

The most effective way to prevent the spread of COVID-19 is for students and staff who suspect that they have COVID-19 to stay at home and follow the NHS guidance. No students or staff with suspected COVID-19 will be permitted on the school site.

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Most people with coronavirus have at least 1 of these symptoms.

What will happen if a student or a member of staff is unwell during the time they are at school?

The member of staff or student will be escorted, by a member of the Senior Leadership Team (where possible), socially distanced, to an isolation area [The Bishop Foxe Room, this has an adjacent toilet] where they will be assessed by a trained member of staff. This will include the taking of body temperature using a non-contact device.

The member of staff or student will be sent home as soon as possible. In the case of students, parents will need to come and collect their son.

A COVID-19 test will be booked by the school where appropriate.

Staff will ensure the room is thoroughly cleaned after use, and PPE disposed of appropriately.

Staff will make a follow-up call to students who have been unwell on the next school day.

If a staff member or student is tested positive for COVID-19, parents of students in their group will be informed and national test and trace procedures will need to be followed.

What if my son was thinking it was funny to keep coughing in class?

The school will treat all potential cases of COVID-19 equally seriously and initiate the 10-day isolation (14 days for family members) until a negative test is returned.

How will my son clean his hands thoroughly more often than usual?

Students will use hand sanitizer stations on their arrival at school and on arrival at classrooms.

We strongly recommend that all students carry a small personal hand sanitizer with them.

Posters to encourage handwashing for 20 seconds are in each toilet block.

Students and staff will sanitize their hands after lunchtime.

How will my son ensure good respiratory hygiene?

Students will be encouraged to 'Catch it, Bin it, Kill it' a message reinforced by posters placed in the school buildings. Students will have to clean their hands and desk after coughing or sneezing.



Staff will have a supply of handtowels and tissues and cleaning supplies in every classroom.

Bins will be positioned away from staff and students. Bins in toilet blocks will be emptied regularly throughout the day.

How will the school enhance cleaning?

We are working with a company to ensure that surfaces, such as tables and chairs, will have been treated with a long-term antimicrobial coating technology: <https://verysafe.com/>.

Our cleaners will undertake enhanced cleaning routines e.g. cleaning of washrooms and frequent contact points, such as door handles. During the period when Year 10 and 12 students only were on site, this was performed very effectively. We have employed a full time cleaner to further enhance this during the school day now that the school will be fully open. This will allow toilets, doors and other areas to be refreshed regularly throughout the day.

Classrooms will be cleaned thoroughly at the end of each day. In addition, each classroom will be 'dry fog' sanitised using a specific sanitisation machine on a regular basis.

The Dining Hall will be cleaned between sittings.

Alcohol wipes will be available in every classroom for staff to use as necessary, between lesson changeover, or if any student changes desk during lessons.

Subject specific requirements around use of equipment will be followed. Footballs, Rugby balls and other PE equipment will be sanitised between lessons.

The school site and risk assessment has been checked by an external Health and Safety company to ensure that we are complying with the recommended advice.

How has the school acted to minimising contact around the school site?

On arrival at school students are to go straight to their form rooms and not meet in groups.

Breakfast to be offered as 'grab and go' on arrival for those who wish to use this facility.

Students will move between classes to access their specialist subject teachers. Year 7 students will all be taught in single classes. In years 8 & 9 students will move in a small group with similar students in classes. All groups have a small class of 20 for D&T.

House Assemblies will be virtual which will minimise movement and the crossing of year groups.

Assemblies will be for single year groups only and occur once a fortnight.

How will students and staff enter and leave the school?

Brook Street, Swinegate and Church Street gates will be open in the morning for all students to enter the school minimising student numbers and contact in any one area.

Only students using buses will be able to use the pedestrian exit onto Brook Street at the end of the day.

Students walking or cycling will need to use the main entrance, Church Street or Swinegate, whichever is nearest to their final lesson for the day.



Are students expected to wear School uniform?

Yes, school uniform is required. On returning home, students should get changed out of their uniform and leave their jacket, shoes and school bag out of the way. Students should wash their hands for at least 20 seconds before doing anything else around the house. It is recommended that uniform is washed frequently.

Will visitors be allowed on the school site?

Visitors to site will be kept to a minimum and will be advised of our procedures before arrival. Visitors will be booked in advance and any meetings will use allocated rooms.

Where at all possible meetings with external visitors or parents should be conducted remotely.

How will students and staff move around the site?

There is a one-way system in place around the school site. This is clearly marked including social distancing information.

Students should move straight to their next lesson and enter the classroom. There are exceptions in some science classrooms and Design and Technology where markers in the quad show where students are to line up.

We have carefully considered how this movement will be supervised and for the routes between class changeover to be outside where possible. We will be introducing new procedures which we will explain to all students at the start of term.

Staggered lunch times have been introduced. Students will be allotted to areas or form rooms at lunch time on a rota basis that will be explained to students at the start of term. Similarly, there will be dedicated areas (indoor and outside - weather dependant) for year groups to allow them to remain separate at break and lunch.

Can Year 11, 12 and 13 students leave the site and return on the same day, including at lunch time?

No, all students will have to remain in their designated areas throughout the school day.

Will there be school clubs and enrichment activities?

Enrichment activities and clubs will be reviewed on a regular basis and operate where it is possible to do so in a reasonable way.

Some communal areas will be out of bounds for students at certain times of the day to prevent congestion.

How will Teaching Rooms be organised?

Classrooms will be arranged with desks facing forwards and large teaching space at front of room with 2m marking on the floor to separate adults from students.

Excess furniture has been removed to ensure that desks can be spaced to allow for appropriate distancing measures.

When a new class enters, students will sanitize their hands and take a seat. Tables and chairs will have been treated with a long-term antimicrobial coating technology.



If the teacher has changed, the arriving staff member is responsible for wiping work area and computer

In computer rooms, students and staff will be asked to wipe keyboards, monitors and mice before use.

Students should not use communal coat/hooks and keep their jacket or bag with them at their own desk.

Students are responsible for their own equipment and exercise books and transporting these between lessons.

Teachers will open windows, when the weather allows, to allow for improved ventilation.

Teachers will leave classroom doors open during lessons to improve ventilation and prevent the need for anyone to touch the door handle.

Teachers will also ensure that all desks and tables are clear at the end of each day for cleaning.

Where necessary, will students and staff wear appropriate personal protective equipment

PPE must be worn by staff attending to students or colleagues who are unwell.

Individual staff or students who wish to wear PPE will have a risk assessment to establish the need in school. Current government advice is that students should not wear face masks. If they are unwell they should not come into school.

If a member of staff or student needs to wear a face mask then this should be a single dark colour or medical mask.

How will the school engage with the NHS test and trace process and manage confirmed cases of coronavirus (covid-19) within the school community?

Extra checks will be in place to ensure registers and seating plans are followed so we can support the process if a case occurs. The school will continue to engage with the NHS Test and Trace process as per guidance.

What about poor behaviour?

Teachers will use the school behaviour system and reminders to ensure social distancing rules are adhered to. Staff will be supported by the Senior Leadership Team who will remove any student who is acting in a way which is unsafe to others. Students will be taken to the referral room and the normal procedure for referral followed.

Class Charts will be used to record behaviour and homework issues, Lunch detentions will be scheduled for the School Hall. Chairs will be set out at a distance to enable all students to social distance. Students will enter via the main entrance to the School Hall and leave via the fire escape.

After-school detentions will take place with a member of SLT. There will be a limited number of students each evening to enable students to be socially distanced.

Will there be Pastoral Support?

Continued focus on health and wellbeing in form time and our clear process for raising concerns will be followed by all staff. Form tutors and Heads of Year will play a key role in checking on



students' pastoral wellbeing. This might include 1-1 conversations which involve removal from lessons.

Pastoral, SEN and Senior team will continue to discuss concerns about student health and wellbeing where they occur, and create a plan to deal with issues when they are identified.

The Attendance Officer and Head of Year will work with families whose children who are not attending to establish a plan to return, which may include a separate risk assessment.

What will the arrangements be for lunch?

We will provide food on site for all students who wish to purchase it at school, this will be easily 'packaged' and year groups will dedicated use of each dining option. The school has purchased additional food service points in the form of 2 sandwich wagons with one at the School Field and one on the Main site to reduce congestion. Those who bring food will be allowed to eat in their form room. Students who register in a Science room will be allocated the following rooms at lunch:

- 8M (MJS) Room 42
- 9B (AA) Room Old School
- 9F (AJC) Old School
- 9S (KJD) Old School

The Old School will only be available for 9S,9F and 9B at lunch.

The quad is divided into 5 areas for Year 7-11 and any student who wishes to leave their form room for some fresh air should stay in their designated area. Table Tennis and football tables will not be available to students.

Students will only be able to purchase food at the following locations:

	Dining Room & Quad	Lower Foyer	Field
Monday	12:30pm-1:00pm Year 7	12:30pm-1:00pm Year 9	Year 11
	1:00pm-1:30pm Year 8	1:00pm-1:30pm Year 10	
Tuesday	12:30pm-1:00pm Year 7	12:30pm-1:00pm Year 9	Year 10
	1:00pm-1:30pm Year 8	1:00pm-1:30pm Year 11	
Wednesday	12:30pm-1:00pm Year 7	12:30pm-1:00pm Year 10	Year 9
	1:00pm-1:30pm Year 8	1:00pm-1:30pm Year 11	
Thursday	12:30pm-1:00pm Year 7	12:30pm-1:00pm Year 10	Year 8
	1:00pm-1:30pm Year 9	1:00pm-1:30pm Year 11	
Friday	12:30pm-1:00pm Year 8	12:30pm-1:00pm Year 10	Year 7
	1:00pm-1:30pm Year 9	1:00pm-1:30pm Year 11	

All food purchased in the Dining Room must be eaten inside. Additional picnic benches will be available outside the Lower Foyer for students to eat food.



Sixth Form Centre will be available for Year 12 and 13 students. Additional covered outdoor space will be provided at the rear of the Sixth Form Centre and outdoor seating has been purchased to increase capacity in this area.

No students are to leave the site during the school day.

Will House Social Space take place at lunch?

House Social Space will not take place in the School Hall. The House Social Space will transfer to the field with one House Leader going with other duty staff to the field each day with one single year group. It may be possible for some inter-house competitions to take place during this time in year groups.

Are students in Year 7-11 allowed to go to the field at lunch?

Yes – on the following days:

Monday	Year 11	Half the year group are on games period 3 so boys will stay at the field.
Tuesday	Year 10	Half the year group are on Games period 4.
Wednesday	Year 9	Half the year group are on Games period 3 and will stay at the field.
Thursday	Year 8	Half the year group are on Games period 4.
Friday	Year 7	Half the year group are on Games period 4 and 5

There will be a facility to buy food at the field and students should purchase their food at the field rather than on the main school site.

Will the School Library be available at lunch?

Yes – on the following days:

Monday	Year 7
Tuesday	Year 11
Wednesday	Year 10
Thursday	Year 9
Friday	Year 8

What about toilets?

Toilets have been specifically identified and wipes available for door handles and surfaces.

All staff and students will be reminded of their responsibility to wash their hands frequently for 20 seconds. Toilets will have more regular cleaning throughout the day.

What will happen if there is an outbreak of COVID-19 in the school?

In the event of a cases of COVID-19 in the school we will contact the Local Authority and Public Health England and follow their protocols.

What happens with students waiting for their bus?

The visitors' carpark has been marked for social distancing to allow buses to be boarded.



What hygiene measures will be in place to prevent transmission?

We will follow the [COVID-19: cleaning of non-healthcare settings guidance](#)

We will ensure that sufficient handwashing facilities are available. All classrooms have hand sanitiser available.

Surfaces that children and young people are touching, such books, desks, chairs, doors, sinks, toilets, light switches will be cleaned more regularly than normal.

Lidded bins for tissues are in every classroom and are emptied throughout the day.

What are the timings of the school Day?

Tutorial time	08:45 – 09:00
Period 1	09:10 – 10:10
Period 2	10:20 – 11:20
Period 3	11:30 – 12: 30
Lunch	12:30 – 13:30 [Staggered by location and Year group]
Period 4	13:30 – 14:30
Period 5	14:35 - 15:35
Staggered release of students	15:35 – 15:45