



HILL HOUSE SCHOOL

Full Return to School Handbook for parents, pupils and staff September 2020

Hill House School is fully committed to the care and welfare of pupils, staff and the wider Hill House community. This is our priority, and therefore these protocols are subject to change depending on government guidance.

Hill House School is also fully committed to the highest level of education for the pupils and knows that this is best achieved by education on the school site where possible and safe.

The school is also highly aware of the importance of social interaction for the pupils, where possible, to best support their mental and social wellbeing.

The school's protocols at this time are devised with regard to government guidance, which can be found [here](#).

Following government guidance, while coronavirus (COVID-19) remains in the community, Hill House will be making judgments at a school level about how to balance minimising any risks from coronavirus (COVID-19) by maximising control measures while providing a full educational experience for our pupils.

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1. Introduction

a) Timescales for reopening the school site

All pupils will return to school at the start of the Michaelmas Term. There is no longer any flexibility for pupils to not attend school, unless they are in temporary self-isolation or are in quarantine.

b) Basics of infection protection and control

Parents will need to:

- Keep pupils at home if they, or someone in the household shows coronavirus symptoms in accordance with government guidelines.
- Follow the government's quarantine procedures in full.
- Not enter the school unless arranged by appointment or in an emergency as infection risk is minimised.

Pupils should:

- Wash their hands thoroughly several times each day with soap and water or use hand sanitiser. They should do this on school arrival and before and after lunch in particular.
- **Bring their own pocket hand sanitiser.**
- Use tissues.
- Avoid congregating.

Importantly, if pupils knowingly do not abide by school rules or behave poorly or in ways which show disregard for the significant steps and procedures put in place to keep them safe, parents may be requested to collect them during the school day. We would hope and trust this would not occur and hope parents appreciate that this would be necessary in such unprecedented times and circumstances as we commit to trying our very best to keep pupils and staff safe.

Following Government advice, the key ways of staying safe are:

- Staff and pupils to bring and use personal hand sanitizer.
- Minimise contact with individuals who are unwell.
- Clean your hands often.
- Respiratory hygiene (catch it, bin it, kill it).
- Clean surfaces that are touched frequently.
- Minimise contact and mixing outside year group bubbles.

1. Introduction (cont.)

c) Risk assessment

The school has in place a detailed risk assessment which has been agreed by the Governors, and which forms the basis of this guidance.

All school risk assessment and other health and safety advice, where Covid-19 has implications, will be refreshed identifying additional protective measures. Risk Assessments will be reviewed every two weeks to ensure the school is adapting to the new threats and dangers that Covid-19 adds to risks in school.

d) Social distancing

It is accepted that social distancing is not always practicable at school; previous guidelines which reference 1 or 2 metres have now been superseded by other advice including the use of year group bubbles, sitting side by side in lessons, enhanced hygiene, etc.

e) Year group bubbles

Although we will practice social distancing where possible and necessary, the school aims to use year group bubbles as the first line of action.

Pupils on site will be kept in year group bubbles wherever possible. Lower and Upper Sixth is taken as one bubble, as is Nursery One and Two. Activities which span bubbles will use social distancing measures.

f) Possible future lockdowns

In the case of future temporary lockdowns, the school will promptly move to Google Classroom for live, timetabled lessons.

2. School Transport

a) Daily bus service

The school will operate its normal bus service, when it will attempt to provide Covid safe travel. All school buses will be thoroughly cleaned internally after each journey. Pupils should sanitise their hands prior to embarking and on leaving the bus.

- Siblings must sit together.
- Pupils in the same year groups should sit together.
- Other pupils should sit as far apart as practicable.

Drivers may be wearing face coverings, and pupils may do likewise where they are in mixed age groups. Any face covering worn on transport to school must be placed in a secure bag prior to entering the building and be stored safely in lockers/bags until the return journey. Any disposable face covering should be disposed of in the bins provided on arrival at school.

b) Other bus use

Pupils may in due course use school buses for visits/fixtures/sport etc. Face covering should not be worn at these times, since pupils will remain in their bubbles.



3. Arrival and Departures

a) Arrivals

Senior School

Senior pupils should:

- arrive as normal on buses and enter via the Theatre door, or via the astroturf gate.
- wash hands on arrival.
- hand in telephones which will be stored in the house office.
- proceed directly to their first classroom of the day (not form rooms).

Junior School

- Junior pupils should arrive as normal on buses and enter via the junior door (by Head Girls' Garden), or via the junior car park.
- Parents using the Junior School car park should not leave their cars but should use the 12 designated bays to drop pupils.
- The new green areas are for pupils to safely disembark.
- There may be some queuing for cars. Facilities staff will direct cars.
- Pupils should be ready to leave cars in a timely fashion (ie already in full uniform etc.).
- Pupils will be directed across the car park by duty staff.
- Pupils should cross from their parents car to school via the new green zebra crossing.
- Pupils will be directed to wash hands on arrival.

Parents are asked where possible to adhere to the times below to allow most effective arrivals:

Nursery	– 8:00am
Reception	– 8:10am
Year 1	– 8:20am
Year 2	– 8:25am
Year 3	– 8:15am
Year 4	– 8:05am
Year 5	– 8:30am
Year 6	– pupils should be dropped in the senior school car park at the turning circle, from where they will be directed to cross the zebra crossing and walk down to Junior School.

If you have more than one junior child, please use the arrival time for the elder/eldest sibling.

3. Arrival and Departures (cont.)

b) Departures

Senior School

Senior pupils will depart as normal, by minibus or from the astroturf gate.

Junior School

Parents should stay in cars. Dismissal will be from the drop off bays in the junior car park.

Parents are asked to adhere where possible to the times below to allow most effective departures:

Nursery	- 3:30pm
Reception	- 3:35pm
Year 1	- 3:40pm
Year 2	- 3:45pm
Year 3	- 3:50pm
Year 4	- 3:55pm
Year 5	- 4:00pm
Year 6	- will depart from the senior school car park at 4:00pm, to which they will be accompanied by junior staff.

If collecting multiple children. please collect at the time of the elder/eldest sibling.

c) School car parks

For environmental and health reasons, please turn engines off when waiting in school car parks.

Please note that the first car park on Sixth Avenue (as seen from the main road) is reserved for staff and sixth formers, and should not be used by parents.

Parents are reminded and asked to extend full courtesy to others and patience at all times.

d) Wraparound care

Breakfast Club and After School Care will continue as normal in the Dining Hall, where social distancing will be practiced.

Collection and drop off should be via the glass Dining Hall doors.

4. The school day

a) Assemblies

Normal whole school assemblies will not take place. Smaller assemblies will be delivered to reduced numbers in the main hall, which is 625 square metres in area. Singing will not currently take place in assemblies.

b) Activities

The activities programme will restart, using a combination of year group bubbles and/or social distancing as appropriate.

c) Lunch

- Lunch service will continue in school, although menus and service will be designed to assist the school's caterers to adapt to social distancing.
- Lunchtimes will be staggered as usual following a rota system.
- Pupils will queue in an orderly and distanced manner, with floor markings to assist queuing.
- Staff supervision will be doubled in the Dining Hall.
- Pupils will sit in year group bubbles in designated areas.
- Pupils must clean their table properly.
- Catering staff will clean tables between bubbles.
- Junior pupils will enter and leave via the usual doors.
- Senior pupils will enter by the usual door and leave via the patio area, from where they should walk on the pavement to the astroturf gate.

d) Tuck shop

Tuck shop will be suspended until further notice. As usual, pupils are encouraged to bring a healthy snack.

The Sixth Form Coffee Shop will continue to operate.

4. The school day (cont.)

e) Break times

In wet weather, pupils will be supervised in their form rooms.

Adventure playgrounds will be out of bounds.

Bubbles will continue at break times:

Juniors:

- Break will be outside for juniors with enhanced supervision. One supervisor will be from the Junior Leadership Team.
- Different year group bubbles will have different areas to play.

Seniors:

- Break for seniors will be outside with enhanced supervision.
- Each year group bubble will be given a designated area by rota.
- The Sixth Form may be in the Sixth Form Centre
- Year 11 may use the Library.
- One supervisor will be from the Senior Management Team.

f) Pupil movement

Staircases will continue to be one way.

- Juniors: Year 5 stairs up, Main stairs down,
- Seniors: Science stairs up, Art stairs down.

In the senior school. Some external doors will be one way:

- Theatre door entrance – entrance only
- Science door – exit only.

Pupils will be advised to move around school in an orderly way. Students should, as usual, walk on the left of corridors to ensure smooth passage.

Pupils will not be required to queue in corridors for classrooms if the teacher is yet to arrive. Once a classroom has been vacated, the next class should enter and stand behind desks in an orderly fashion until the teacher arrives.

4. The school day (cont.)

g) Classroom configuration

In line with government guidance, pupils will sit side to side, not face to face, sitting in rows facing the front.

Classrooms will be reconfigured as appropriate. Classroom doors will be left open to avoid unnecessary use of handles and increase ventilation. Windows will be open where possible.

All external doors and fire doors will be allowed to close for security and safeguarding reasons.

Pupils and staff will clean their desks as they complete their lesson before departure, disposing of cleaning wipes in the classroom's bin.

h) Uniform

Normal uniform rules apply. Pupils are expected to return in full uniform. Please note normal school rules apply with respect to hair. If uniform has been ordered but not arrived, please inform your child's form teacher.

i) Photocopying

To avoid unnecessary possibilities for transmission, lessons will be planned so that staff will limit photocopies/worksheets etc for pupils to use.

j) Submission of written work

To avoid unnecessary possibilities for transmission, homework will continue to be set via Google Classroom.

Exercise books will be collected as normal; pupils and staff will be advised to sanitise their hands when receiving books etc.

4. The school day (cont.)

k) Mobile telephones

Pupils should hand in mobile telephones as usual.

- On arrival, **Senior School** pupils should place them in their form's tray in their house office.
- Telephones will be available for collection from the desk near the ground floor art room at 4.00pm. Year groups will be sent in a staggered fashion for telephones.
- Remaining telephones will be taken to the school office for collection after activities.
- Pupils in **Junior School** who have permission to bring mobile phones in school should hand them to the form teachers in a tray. These trays will be kept in Mr Hall's office until 4.00pm for collection, after which remaining telephones will be taken to the school office for collection after activities/prep.

l) Headphones for Computing/ICT

All pupils must have their own headphones for use with computers. For hygiene reasons, the school will not provide headphones for pupils.

m) Forest School

Pupils in Forest School should bring school tracksuits. For hygiene reasons, the school will not provide overalls etc. for pupils except for those of nursery age where they will be washed in between sessions.

n) Junior School Class Music

All pupils must have their own recorders for use in class Music. For hygiene reasons, the school will not provide recorders for pupils.

5. Sport and PE

a) Provision

Competitive sports are returning when official sporting bodies agree their sports can resume at school level. Most school sports are now returning, except for:

- Swimming: there will be no school swimming lessons or activities at present. Pupils in Years 1 & 2 will receive PE lessons to replace these until further notice.
- Rugby: currently this is non-contact only.

b) Cleaning

- Any equipment/balls etc. used will be sanitised regularly.
- Pupils will not be required to put out cones etc.
- There will be sanitising stations at the entrances to the pitches and the pavilion

c) Distancing/bubbles

- Sport will be played in year group bubbles.
- The high performance centre will operate at reduced capacity.
- Staff will not employ manual guidance techniques.

d) Equipment requirements

In addition to the normal requirements concerning gum shields and shin pads:

- Pupils playing hockey are asked to bring their own hockey sticks, rather than using school sticks.
- Pupils should bring house shirts (polo or reversible rugby) to remove the need for using bibs.
- Pupils should not share water bottles.
- Pupils should not enter kit stores.

e) Changing

- Pupils may, as usual, arrive in tracksuits if they have Games Period 1.
- In games afternoons, pupils will be required to change into uniform before leaving school.
- Changing rooms will have a maximum capacity, be allocated to particular bubbles, be supervised fully, and cleaned regularly.
- Bubbles will be given set times to arrive for changing for afternoon games.

5. Sport and PE (cont.)

f) Fixtures

Fixtures are an important part of school life, and will restart as soon as possible as allowed by National Governing Bodies, including risk assessment on transport etc.



6. Music

a) Equipment requirements

- Musical instruments must not be shared between pupils and teachers.
- In the case of forgotten musical instruments, it will not be permitted for pupils to borrow from each other.
- In order to minimize the risk of infection, peripatetic teachers must not use their own brass/wind instruments to demonstrate during the lesson.
- During piano lessons, peripatetic teachers should not touch the piano to demonstrate to pupils.
- In the case of school instruments being shared amongst pupils e.g. piano, keyboard and electric/bass guitars, the instruments must be wiped down thoroughly in between lessons with the necessary and adequate cleaning products provided by the school/maintenance staff.
- Enhanced cleaning should be carried out at the end of the day.
- Junior School pupils must provide their own recorder.

b) Ensembles

Musical ensembles are an important part of school life, and can resume with the correct safeguards:

- All rehearsal areas have adequate ventilation via the use of open windows and wherever possible open doors.
- Ensembles and orchestras to be allocated appropriate rooms to allow for adequate spacing and distancing between pupils.
- Guitar Orchestra should be in Master Hall - Thursday 8.00am
- Concert Band should be in Master Hall – Friday 4.00-5.00pm
- Senior Orchestra should be in the Studio – Friday 4.00-5.00pm
- Jazz Band should be in the Studio – Monday 4.00-5.30pm
- Junior Orchestra should be in Master Hall – Wednesday 4.00-5.00pm
- Photocopies of music must be done a week in advance following the school procedure in order to prevent the spread of infection via paper.
- Photocopies must not be shared between pupils.

6. Music (cont.)

c) Choirs

Choirs are an important part of school life, and can resume with the correct safeguards:

- All rehearsal areas have adequate ventilation via the use of open windows and wherever possible open doors.
- Choirs to be allocated appropriate rooms to allow adequate spacing and distancing between pupils.
- Year 3 choir should be in the Main Hall – Friday 12.40-1.10pm
- Junior chorus should be in the Main Hall – Tuesday 1.00-1.30pm
- Senior chorus should be split between the Studio and Master Hall Tuesday 1.00-1.30pm
- The Theatre will be big enough to ensure distancing for both junior and senior ensemble
- Barbershop choir is small enough to rehearse safely in the Studio.
- Photocopies should be avoided and a white board used where possible to display words in order to prevent the spread of infection via paper.

d) Peripatetic lessons

- All practice rooms have adequate ventilation via the use of open windows and wherever practicable open doors.
- Piano, percussion, guitar and string lessons should take place as normal in allocated music practice rooms that provide one and a half metres between peripatetic teacher and pupil.
- Vocal and brass lessons that could cause potential higher risk of transmission should take place in a larger than normal practice room which ensures 3 metres between peripatetic teacher and pupil, if possible.
- Hand sanitizer will be used on entry to lessons.
- The peripatetic teacher must not come into physical contact with pupils.
- Photocopies for junior school must be made a week in advance and put in the correct place and handled only by the pupils at least 72 hours in advance.
- Photocopies should be avoided for senior school. Email senior pupils any necessary music where possible.

6. Music (cont.)

e) Singing and Brass

Vocal and brass lessons will take place in a larger than normal practice room which ensures 3 metres between peripatetic teacher and pupil, if possible, including:

- Studio
- Theatre
- Master Hall
- Guitar Studio
- Practice room 2 in Junior School
- Practice room 8 in Senior School

This also applies to class singing and blowing.

f) Concerts

Concerts are an important part of school life and will continue, where possible, in an adapted form:

- All concert areas have adequate ventilation via the use of open windows and wherever possible open doors.
- Guests per performer will be limited, each family to sit together and socially distanced from others.
- The number of performers will be reduced.
- Guests should be encouraged not to bring unnecessary items such as bags and coats.
- There should be an appropriate distance between performers and spectators.

7. Cleaning and hygiene

a) Cleaning regime

- The school will be deep cleaned prior to the start of term.
- There will be additional deep cleaning every Friday evening.
- Cleaning will continue during the school day as well as after.
- Door handles, key codes and other areas experiencing high traffic will be cleaned frequently with deeper cleaning pursued after hours.
- Cleaners will operate to clean corridor spaces and classroom spaces during the working day as we try to provide a clean environment less conducive to spread of infection.
- All handles/banisters/toilet doors will be sanitised a minimum of 4 times per day.
- We have a good supply of sanitiser and have installed more hand sanitiser stations in corridors.

b) Toilets

- Pupils will be told to wash hands x 4 per day outside lesson time, including on arrival. KS1 & EYFS classes will be accompanied by their teacher.
- Supervision will include managing pupil numbers in toilet spaces. No more than 3 pupils should be in a toilet room at the same time.
- Toilets will be cleaned a minimum of 4 times each day.



8. Supervision

a) Staff training

School staff will receive this handbook and additional briefings about practices to be employed during this period.

b) Staff duties

A new and revised duty rota will operate.

Supervision rotas will see staffing doubled to supervise bubbles and social distancing at break and lunchtime.

b) Staff on site

Teaching staff will attend the school site fully to fulfil their responsibilities.

The school's Senior Management Team remains on site throughout this period. The Designated Safeguarding Lead, Mrs McCrea, continues to be on site daily.

Facilities and cleaning staff will be enhanced.

First Aid provision remains in place.

Members of the SEN department will continue to support learning.

With social distancing encouraged for adults, all staff are requested to use judgement on which spaces they use in school to avoid large numbers congregating. Initially, the Staff Common Room will not be used at break with refreshments available to staff in the Dining Hall. We trust our staff to use good judgement in this area and we do not wish to create many stipulations or guidelines.

9. Health

a) PPE

The use of PPE in schools is not recommended by the government, and will not be used, except, as per the guidance, by those who are either involved with personal care, catering staff, bus drivers or by office staff dealing with a pupil with symptoms of COVID 19.

PPE is only recommended in a very small number of cases such as where an individual normally wears PPE due to a care need. If a child becomes unwell with symptoms but needs care then it may then be appropriate for a supervising adult to wear a face covering, apron and gloves if they need to assist and cannot remain 2 metres away.

b) Managing pupils with symptoms

The school's Quiet Room, which is next to the main office, will be designated to accommodate any pupil who is experiencing symptoms. Pupils can only go to this room with the office's consent. Staff will be provided with guidance on how to manage these settings and are advised to wear PPE. They will remain in this setting until collection. The Quiet Room will then be cleaned.

c) Current guidance

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. Testing can be booked by telephoning 119 or at www.gov.uk

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

9. Health (cont.)

c) Current guidance (cont.)

Parents are asked to inform the school immediately of the results of a test, and if a member of the household displays symptoms leading to the need for a pupil to self-isolate.

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

d) Managing staff with symptoms

If a member of staff develops symptoms, they should do the same and are requested to get tested as soon as possible

If a member of staff develops symptoms outside school, they should report this to school like a normal sickness absence and seek testing.

If a member receives a negative test result they can return to school. If a member of staff tests positive a judgement will be made on whether any pupils or staff with whom they are in contact regularly need to be sent home. The senior management team will make this decision.

If a member of staff aids an unwell pupil they do not need to go home, according to government advice unless they develop symptoms. They should wash hands thoroughly if they needed to assist the student.

10. Calendar

a) Events

- An annual calendar will be sent home at the start of the school year.
- The termly calendar will be published online and updated regularly. It will be subject to change
- Sports fixtures may be added in due course as appropriate.

11. Other

a) Attendance

All pupils are required to attend school as normal unless self-isolating or in quarantine as per government guidance.

b) Pupils self-isolating or in quarantine as per government guidance

The school will provide work for any pupils in these categories by means of Google Classroom. This will not be live lessons.

c) Access for parents

Other than dropping off and collecting pupils, parents are asked, for the present, to make appointments via the school office. We wish to service such requests promptly. Appointments are necessary to prevent larger numbers of parents and other visitors being in enclosed spaces which would break social distancing guidance. This rule aims to protect pupils, staff and visitors.

Parents dropping off or collecting pupils should remain in their cars.

Parents walking pupils to school should leave pupils at the gates.

11. Other (cont.)

d) Access for visitors

Visitors to the school will be kept to a minimum of essential visitors and contractors.

Any visitor who needs to enter further than Reception will complete a school declaration concerning COVID 19 and follow all social distancing expectations.

e) Pastoral care

The school is aware of providing its normal high level of pastoral care and is especially mindful of those pupils who have not been in school since March.

In the early weeks of term:

- House staff and Heads of Key Stages will be readily available to pupils in their offices or classrooms at Break & Lunchtime.
- Senior school tutors will make a courtesy call home concerning each pupil.
- There will be welcome assemblies for each bubble from the Headmaster or Head of Juniors on the first day.

f) Fire drills

The school is required to hold a fire drill early in term. This will be done with use of bubbles and/or social distancing.

