



NEW COLLEGE SCHOOL, OXFORD
PRE-PREP & PREPARATORY SCHOOL

Return to School

September 2020

We look forward to welcoming all pupils and staff back to school in September. The DfE guidance issued over the summer of 2020 has several implications for the way in which NCS will run day-by-day. While we will try to keep as many things as ‘normal’ as possible, the reality is that during Covid-19 we need to be careful, judicious and flexible about how the school runs and how the boys interact with one another and staff, while keeping the boys happy and educated at the highest possible level.

The following guide should hopefully clarify how we will run the school day and how other events and opportunities will be managed. It is possible – indeed likely – that some of the below will change as Michaelmas progresses, but we aim to keep these changes ‘internal’ and cause as little disruption to NCS families as possible within the remit the DfE has given us, and will continue to give us. A full risk assessment has been carried out for Michaelmas 2020 and the key points are highlighted in the guide below. If you have any questions or concerns, as ever please do not hesitate to contact us.

Dr Matt Jenkinson
Headmaster

Mrs Rosemary Cox
Head of Pre-Prep

Grouping and Minimising Contact

- The DfE's guidance states that "The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals." The balance between these measures depends on children's ability to distance, the layout of the school, and the feasibility of keeping distinct groups separate while offering a broad curriculum. The DfE also states that there are benefits to partial implementation: "Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially"
- The DfE concedes that "the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, boarding houses, dining halls, and toilets, and the provision of specialist teaching." From September 2020 "maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups." Class-size bubbles are recommended for primary-age children and whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups
- We will group pupils together by year group and avoid contact between year groups as much as is possible; any occasions where they might be contact between year groups will be risk assessed
- Staff will maintain distance from pupils and other staff as much as possible; there is an understanding that this will be more difficult, and inappropriate, when dealing with younger pupils
- Social distancing will be maintained where possible. While the DfE concedes that "younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group", we will encourage older boys to maintain social distancing when feasible
- The DfE makes the following concession: "Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport ... Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission." It may therefore be possible, with the appropriate risk-assessed measures in place, for there to be occasional contact between members of different bubbles. Should this occur, for example with afterschool care or specialist provision, we will endeavour to keep members from different bubbles apart as much as possible
- In the event that the boys use dedicated school (i.e. not public) transport such as buses or coaches, the boys should stay in their year group bubbles as much as possible; hands should be washed or sanitised upon boarding and disembarking; distancing should be maintained wherever possible; queuing and boarding should be distanced and organised; the vehicle should have an enhanced cleaning schedule, including before and after the journey; face coverings may be used for over 11s if appropriate, for example if they come into very close contact with someone outside of their group or who they would not normally meet

Hygiene and Prevention of Infection

- People who are ill should stay at home; those who have Covid-19 symptoms, or who have someone in their household who does, must not attend school
- Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days
- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will 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 must self-isolate for at least 10 days and should arrange to have a test to see if they have Covid-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. *Please note that these timings are subject to change as government policy changes; the most up-to-date government policy should be followed*
- Anyone with Covid-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital
- If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision. A window will be opened for ventilation. In the unlikely event that it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people
- There will be robust hand and respiratory hygiene, with hands cleaned thoroughly more often than usual and good respiratory hygiene promoted by the ‘catch it, bin it, kill it’ approach; pupils should clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Extra hand sanitisers have been installed outside classrooms and in corridors to facilitate this; younger children should be supervised to minimise the chances of ingesting sanitiser products. They will also be reminded of the dangers of ingestion. We understand that there may, at times, be a nationwide shortage of sanitiser products; soap and warm water is always available in toilet areas
- There will be enhanced cleaning arrangements, including cleaning frequently touched surfaces often using products such as detergents and bleach. The cleaning schedule includes more frequent cleaning of rooms and shared areas, as well as outdoor play equipment, that are used by different groups and frequently touched surfaces being cleaned more often than normal
- PPE is available where necessary and appropriate according to DfE guidance. Those circumstances include “where an individual child or young person becomes ill with

coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained” and “where a child or young person already has routine intimate care needs that involves the use of PPE”

- Regarding face coverings more generally, that guidance currently says: “Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education” **SEE ADDENDUM BELOW**
- If face masks have been worn, for example on the journey to school, pupils and colleagues will be advised on how to remove those masks safely: “[They must not] touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival ... dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.” Posters will be present around the school to remind pupils and staff of this process **SEE ADDENDUM BELOW**

Responding to Infection

- NCS will engage actively with the NHS Test and Trace programme
- Any cases of Covid-19 among the NCS community will be managed following local health protection team advice
- Staff members and parents/carers must understand that they will need to be ready and willing to: book a test if they are displaying symptoms. 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; provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace; self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 Essential workers, which includes anyone involved in education or childcare, have priority access to testing
- Parents and staff should inform the school immediately of the results of a test. 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. If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days
- NCS will take swift action when it becomes aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact NCS directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the NCS – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to

confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with NCS in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; travelling in a small vehicle, like a car, with an infected person

- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. If the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.
- If NCS has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak, and we will continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group
- Should there be a return to remote learning for some or all pupils, an enhanced version of our remote learning provision from Trinity 2020 will be in place, with appropriate provision for each year group
- In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice
- A note on shielding: a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent. Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). Where a pupil is unable to attend school because they

are complying with clinical and/or public health advice, we will continue to offer them access to remote education

Visitors On Site

We are afraid that, as we need to minimise the number of visitors on site, parents will not be able to come into the playground or the school buildings without a prior appointment, but should wait (appropriately socially distanced) for their children on Savile Road or, for the older boys, the surrounding roads if possible. Please arrive and depart during the allotted times to allow for safe departure of other pupils in later slots. Any meetings with parents or guardians should be held online where at all possible; this will include our start-of-year information evenings. If there are circumstances in which an online meeting is not possible, any in-person meeting should be risk assessed, should take place outside if at all possible (and if that meeting can be done confidentially), or should take place in a well-ventilated room with at least 2m between individuals.

Arrivals

Pre-Prep boys should now arrive and depart via the white gate in the front garden of 1 Savile Road. This is half-way down Savile Road and should help alleviate congestion around the main gates. (If a pre-prep pupil arrives at a time when these gates are closed, then of course it is ok for them to use the main gates instead; pre-prep teachers will be available in their classrooms from 8am as usual if parents simply cannot manage the times below.)

Years 3-8 should continue to arrive at the main entrance. The main traffic gates will be opened, so long as there is adequate supervision, to ease arrival and departure of pupils. If pupils arrive before 8.00 it is vital that they remain supervised by a parent or guardian off-site, queuing with appropriate social distance on Savile Road, until a member of staff arrives to let them in, supervising hand washing and giving any further instructions.

On arrival, boys should head straight to their form rooms. Hands should be washed/sanitised on arrival and departure.

Prep

8.00-8.10: Years 7 and 8

8.10-8.20: Years 5 and 6

8.20-8.30: Years 3 and 4

Pre-Prep

8.30-8.35: Year 2

8.35-8.40: Year 1

8.40-8.45: Reception

We understand that some families have work schedules with urgent commitments which mean that they are unable to follow these timings. We can accommodate this, with advance notice, and on the understanding that any boy arriving outside of their bubble's allotted time should take extra care to stay 2m away from other pupils not in their bubble and should wait in their year groups, supervised in the playground, until their form room opens officially.

Departures

We have to be realistic about the efficacy of a staggered departure from school, with lessons inevitably finishing at slightly different times and different pupils being more efficient about getting ready to go, but we do want to ease congestion at the gate and on Savile Road by aiming for a somewhat staggered departure.

On departure, unless the boys have an after-school activity or rehearsal, they should leave school immediately into the care of their parent or guardian. If they do not have their final lesson in their form room, bags and belongings should be assembled during afternoon registration and taken with the boys for afternoon lessons. Departure from school should then happen from this final lesson, not via the form room. To ease congestion at the gate please depart as soon as your son has appeared.

Pre-Prep

3.05: Reception

3.15: Year 1

3.25: Year 2

Prep

3.45: Years 7 and 8

3.50: Years 5 and 6

3.55: Years 3 and 4

Boys waiting for an activity should do so in their year group bubbles in the playground.

Activities

Because we are maintaining the integrity of the year group bubbles as much as possible, the activities programme has been recalibrated to still allow activities to go ahead, but without intermingling of year groups. We understand that this may lead to some reduced activities, and disappointment if boys cannot sign up for the activities they are especially excited about, but for the moment we need to prioritise the DfE's guidance about 'bubbles'. To benefit from specialist teaching and/or supervision, it may be that, with an appropriate risk assessment, we can run some activities in which a small number of boys from different year groups are present in the activity but sufficiently distanced, in a large well-ventilated or open-air venue, with no contact between the year groups. We are afraid that, following the DfE's guidance which has been updated since the initial Michaelmas activities sign-up, we will have to go through the sign-up process again with the recalibrated activities timetable. Thanks for your patience and understanding!

Chorister Practices

Modified chorister practices, as they count as music lessons, are able to go ahead. These will take place between 4 and 5 on Monday, Tuesday, Thursday and Friday, with different year groups required at the times below. There will not be lunchtime practices unless notified otherwise. The DfE guidance states that 'schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.' This guidance will be followed and boys will be kept in their year group bubbles as much as possible. It may be possible that more than one year group can be walked over to

College at a time – with requisite social distancing – and rehearse there in different spaces (or, in time, in the same large space with a significant distance between them – we are awaiting further guidance on this).

Monday: Years 7-8

Tuesday: Years 5-6

Thursday: Years 7-8

Friday: Years 5-6

Year 3 pre-probationers will continue with their normal schedule with the Assistant Organist; arrangements for lessons with Mrs Mills will be confirmed during term-time. Year 4 probationers will not be able to shadow during evensongs until services resume, so we are putting together a separate bespoke programme for them, which will be sent to relevant parents at the start of Michaelmas. The chorister routines may very well change as the guidance about singing and services changes, so thank you in advance for your patience.

School Uniform

We will be returning to school in full uniform; boys should arrive in sports kit on their Games days (with blazer). The staff dress code will also resume.

Breaktimes and Lunchtimes

Each year group will have a designated area in which to play in their year group ‘bubbles’. Intermingling between bubbles should be minimised. Because of this, we are afraid that the tuck shop and eco committee shop will not be able to operate at break or lunchtimes. Please therefore ensure that your son has a sufficiently filling snack to get him through to the staggered lunchtimes below.

Dining

Food preparation is undertaken with strict hygiene rules and kitchen staff wearing masks and disposal gloves. They will wear perspex face shields during face-to-face serving of food.

Pre-Prep: hot meals will be plated and delivered to pre-prep classrooms on tray trolleys 11.30 onwards. A choice of dessert will also be taken over.

Years 3-8 will dine, in staggered sittings, in the dining room. The tables will be cleaned between sittings and there will be perspex dividers to enable face-to-face sitting.

	Packed lunch outside (form rooms if wet break)	11.50-12.10	12.10-12.30	12.30-12.50	12.50-13.10	13.10-13.30
Monday	6	8	7	5	4	3
Tuesday	5	8	7	4	3	6
Wednesday	4 and 3	8	7	6	5	(PSHCEE)
Thursday	8	6	4	3	7	5
Friday	7	8	6	5	4	3

NB. Boys will have hot lunches on their games days with timings arranged to allow sufficient time for digestion before heading to field. The packed lunches will be provided by school.

There is space for four members of staff to dine at any one time, socially distanced on the tables closest to the fireplace. Between 11.50 and 12.50 priority should be given to colleagues who have activities at 13.00.

Academic Lessons

The DfE has announced that “All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.” The normal timetable and teaching thereof can therefore resume from September 2020. Staff should stay at the front of the class, and 2m away from pupils and other colleagues, as much as is practicable. There is the understanding that this is not always going to be possible with younger pupils.

Due to the relatively small number of pupils on site, and the number of lessons which happen in form rooms (especially up to Year 5) there is not very much intermingling of bubbles in corridors between lessons. The DfE states that “passing briefly in the corridor or playground is low risk”. To minimise this further, boys should not queue outside classrooms for the foreseeable future, but should enter the classroom in silence once the teacher is ready and stand behind their desks in silence ready for the lesson to begin. It is especially important that lessons start and end promptly to avoid unnecessary waiting in communal areas. To remove any potential disruption to the boys’ learning, the timetable, structure and content of lessons will continue as normal. Classrooms will be arranged with forward-facing desks and boys sitting side by side. Rooms should be well ventilated. However, fire doors and main doors (especially those on keypad locks) **MUST NOT** be propped open, due to H&S and safeguarding issues.

Extra hand sanitiser dispensers have been installed outside classrooms and in corridors to facilitate further sanitising of hands between lessons. Soap and warm water are always available in washroom areas too. While classroom resources can be used within a bubble, sharing of equipment in lessons (or other items around school) should be kept to an absolute minimum – boys should bring in and remember their own equipment when at all practicable. If resources are shared they should either be washed before further use or placed out of the way for 72-hour ‘quarantine’ before re-entering circulation, especially if that shared use is between bubbles. This applies to sports equipment as well. Perspex screens have been installed on teachers’ desks. The VLE remains available for use, while hands should be washed thoroughly before and after touching pupils’ books (e.g. for marking). Pupils may bring in essential items, including lunchboxes, hats, coats, books, stationery (including glue and scissors), mobile phones (handed in as usual), and school bags, though we ask families to limit the number of items the boys bring in to school, keeping them to a minimum.

It is possible that some pupils may have progressed further than others during the lockdown period and others may need extra support when they return to classroom-based lessons. All teaching colleagues are expected, as is always the case with differentiation and Assessment for Learning, to take this into account and to plan, teach and support accordingly. The LECCO will also be attentive to any extra SEND or emotional support that some pupils may require.

Pastoral Care

We will resume our wellbeing/PSHCEE lessons on Wednesday afternoons, following our usual curriculum. Some boys may be nervous about returning to school after a prolonged period of

virtual learning, and we will reassure them what measures have been put in place to keep them and others safe and happy. We will also aim to keep our routines as consistent with last year as possible, even if there have to be some tweaks to conform to DfE guidelines. As always, our team of form tutors/assistant form tutors, Deputy Head Pastoral, School Counsellor – and, indeed, all staff – will be on hand to monitor the boys’ wellbeing and to act accordingly. If parents notice any particular wellbeing issues with their sons during this time, as ever please do not hesitate to get in touch with us.

Toilets

While DfE guidance says that different year group bubbles can use the same toilet areas, we wish to minimise this as much as possible. Except in an emergency, then, Pre-Prep should use their designated toilets; Years 3-4 should use the toilets between their two form rooms; Years 5-6 should use those opposite the music practice rooms at the bottom of the Year 5-6 stairs; Years 7-8 should use those opposite the Year 7 form room in the 1903 building. Boys should make sure they go to the toilet at the beginning of breaktimes, to reduce the need to return to the building later in the break. (They will be able to do this if necessary, of course.) These areas will be cleaned regularly.

Assemblies and Chapel

Assemblies will take place 8.30-8.45 Monday to Friday, with the exception of Wednesdays and some Fridays, which will be devoted to form time. Chapel will take place on Wednesdays at 10.00-10.30. These will all be via Zoom, with the boys assembled in their separate form rooms. The assembly and chapel rotas, and guest speakers, will continue as normal and all boys and colleagues will attend ‘virtually’. Certificates, other awards and birthday cards will be handed to form tutors to distribute in form time.

Games Lessons

The DfE advises the following: “Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.”

Boys will still have Games lessons, though with no contact and – so far as is possible – within their year group bubbles. It may be possible to have some drills or exercises arranged such that boys from different year groups are sufficiently far apart in the open air to allow shared specialist direction. Walking to and from field will be in year group bubbles, with sufficient distance between year groups to preserve the integrity of the bubbles, but close enough to allow for safe supervision. The sports hall has just had bi-fold doors installed along the length of one wall, significantly increasing its ventilation. Boys will be kept in their year group bubbles during the start-of-term training sessions during September’s INSET days.

Aftercare

The DfE guidelines allow for wraparound care, though this should only be used in an emergency, please. I.e. please do not rely on it as an assumed part of the school day. By necessity, aftercare provision will require supervision of boys from different year group bubbles. While precautions will be taken to keep boys from those bubbles separate, the fewer boys we have in aftercare, the

easier it will be to maintain the integrity of those bubbles. Parents should notify us, if at all possible, in advance if they intend to make use of aftercare provision.

Library & Media Room

The library and media room will be accessible to one year group at a time, on set break and lunchtimes. Surfaces will be cleaned between each year group and the existing book quarantine system will continue to be in place:

	Morning break	Lunchtime
Monday	Year 3	Year 4
Tuesday	Year 5	Year 6
Wednesday	Year 7	Year 8/8S
Thursday	Year 6	Year 5
Friday	Year 8	Year 7

NB. Years 3 and 4 have extra library time through specified library lessons on their timetable

Individual Music Lessons

The music department is carrying out a full separate risk assessment for individual music lessons. It is likely that the vast majority of these will be able to go ahead on-site, with safety provisions in place.

Saturday Morning School

As with individual music lessons, we are keen for Saturday Morning School to go ahead, with some possible recalibration of the instrumental groups so as to maintain year group ‘bubbles’ as much as we can. All activities will be risk-assessed alongside DfE guidelines. Mr Neal will be in touch with the relevant families with more details.

Concerts and Carol Service

It is highly likely that these will be recorded as in Trinity, with the carol service rethought to allow for this within DfE guidelines.

Parents’ Evenings

We wish to maintain teacher-parent contact, even if we may not be able to meet in person very easily. We will continue with our parents’ evening schedule, but please be aware that these meetings may need to take place online. If this is the case, it will be especially important for meetings to stick to time; if longer discussions are requested, please schedule these with individual subject teachers on a separate occasion. Colleagues can be contacted in the meantime via their institutional email addresses: firstname.lastname@newcollegeschool.org.
<https://www.newcollegeschool.org/who-we-are>

Reception and Year 1 form tutor information evening	Tuesday 15 September 18.00
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Years 4-6 form tutor information evening, internet safety (BM) and 13+ destinations briefing (EK)	Tuesday 15 September 18.00
Years 2-3 form tutor information evening, and introduction to the prep school (SLT)	Wednesday 16 September 18.00
Years 7-8/8S form tutor information evening and PSB briefing (EK, BM, MTJ)	Thursday 17 September 18.00
Year 7 parents' evening	Wednesday 7 October 18.00
Year 6 parents' evening	Wednesday 2 December 18.00
Year 3 and 8S parents' evening	Wednesday 13 January 18.00
Year 4 parents' evening	Wednesday 27 January 18.00
Year 8 parents' evening	Wednesday 24 February 18.00
Year 5 parents' evening	Wednesday 3 March 18.00
Pre-Prep parents' evening	Wednesday 17 March 17.30

School Council/Eco Committee/Charity Committee

Representatives from these committees will be able to submit their ideas to form tutors during Wednesday and/or Friday form times. There may also be opportunities for Zoom meetings organised by the chairs of each committee and form tutors/assistant form tutors.

School Trips

The DfE continues to “advise against domestic (UK) overnight and overseas educational visits at this stage.” Day trips can occur, following appropriate Covid-19 risk assessments on behalf of both the school and the trip’s location. The above guidance on transport should be followed and year groups should stay in their bubbles as much as possible. Because of the DfE guidance and the strong possibility of the Covid-19 situation deteriorating before hopefully getting better over the next six months, following consultation with the governors we have decided not to plan residential trips for next year’s activities week. We know that this will inevitably be disappointing, but the risks are too great for us to consider it sensible to go ahead. We are also aware that many families will have been adversely financially affected by Covid-19 and we hope that reducing the extra financial burden of a residential trip will help those families. We will be looking to plan a series of fun and interesting activities during activities week instead.

Staff Spaces

Staff should minimise time spent congregating in shared spaces. They should maintain at least 2m social distancing when at all possible and should have meetings via Zoom or phone calls, especially if 2m social distancing cannot be maintained. Shared kitchen spaces should be used minimally, with colleagues strongly encouraged to bring in their own refreshments in thermos flasks, to avoid cross-contamination. If shared spaces and facilities are used, they should be cleaned after use.

Communication

Boys will be told of the relevant above measures and changes to the routine by their teacher(s), especially in form time at the start of term. The changes will be communicated in a way that is age appropriate, though please do also reinforce the key messages at home. There is a lot to take in!

ADDENDUM 31 August 2020 in response to DfE updates:

Dear Parents,

You will have seen recent press coverage regarding the government's changing guidance regarding use of face coverings in schools. The WHO advises that "children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area."

While the government is not recommending face coverings are necessary, schools that contain Year 7 pupils and older have been given the discretion to require face coverings for staff and secondary-age pupils in communal areas. This is especially for those areas such as narrow corridors where it is difficult to maintain social distancing when staff and pupils are moving around the premises. Following discussion with the governors, at NCS we strongly advise that staff and Year 7 and 8 pupils wear masks in such scenarios when at all possible. This also applies to staff and Year 7 and 8 pupils entering New College buildings. It would be much appreciated if parents could ensure that the relevant pupils are provided with these face coverings (and storage bags) as part of their daily uniform. (This will become a stronger requirement should we end up in a 'local intervention' or 'lockdown' area.)

There remain some exceptions. Please confirm in writing to office@newcollegeschool.org **only** if one or more of the following exceptions would apply to your son(s):

- people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- where putting on, wearing or removing a face covering will cause severe distress
- if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate
- in order to take medication

Face coverings should only be worn in accordance with other procedures. Clear instructions are available in form rooms about how to put on, remove, store and dispense of face coverings to avoid inadvertently increasing the risks of transmission. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and should be replaced carefully. The government guidance continues to say that, because of the other mitigation systems in place in and around classrooms and the negative impact of face coverings on learning and teaching, the use of face coverings in the classroom "should be avoided".

Last Friday evening the government also released even more updated guidance about a 'tier' system for the opening, partial opening, or closing of school sites in response to changes in the Covid-19 situation and 'national government interventions'. This most recent guidance is below:

Tier 1

The default position for areas in national government intervention is that education and childcare settings will remain open. An area moving into national intervention with restrictions short of education and childcare closure is described as 'tier 1'. There are no changes to childcare, and the

only difference in education settings is that where pupils in Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 2

Early years settings, primary schools and alternative provision (AP) providers, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools [as well as secondary year groups in middle/upper schools] move to a rota model, combining on-site provision with remote education. They continue to allow full-time attendance on site to vulnerable children and young people and the children of critical workers. All other pupils should not attend on site except for their rota time. The same guidance for face coverings applies as for tier 1

Tier 3

Childcare, nurseries, primary schools, AP, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools [as well as secondary year groups in middle/upper schools], FE colleges and other educational establishments would allow full-time on-site provision only to vulnerable children, the children of critical workers and selected year groups (to be identified by Department for Education). Other pupils should not attend on site. Remote education to be provided for all other pupils. The same guidance for face coverings applies as for tiers 1 and 2.

Tier 4

All nurseries, childminders, mainstream schools, colleges and other educational establishments allow full-time attendance on site only to our priority groups: vulnerable children and the children of critical workers. All other pupils should not attend on site. AP, special schools and other specialist settings will allow for full-time on-site attendance of all pupils. Remote education to be provided for all other pupils. The same guidance for face coverings applies as for tiers 1, 2 and 3.