



NEW COLLEGE SCHOOL, OXFORD
PRE-PREP & PREPARATORY SCHOOL

Return to School

March 2021

We look forward to welcoming all pupils and staff back to school on 8 March. The DfE has confirmed that from this date “pupils of compulsory school age must be in school unless a statutory reason applies.” We thought it important to outline once again to parents and guardians the measures we have in place at NCS, which worked very well during Michaelmas 2020. While we will continue to 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 clarifies how we will run the school day and how other events and opportunities will be managed. It is possible that some of the below will change as the remainder of the year 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. We continue to update our risk assessment for Hilary 2021 and beyond, 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

Testing

- Pupils in Years 7 and 8 will need to have three on-site tests from 8 March. Following these, we are told that the DfE will provide home testing kits for parents to use with their Year 7/8 children twice a week
- On Monday 8 March Year 8/8S should arrive at 8am and go straight to the sports hall via the bi-fold doors. Year 7 should then arrive at 8.30am and do the same. On that Monday the boys will have a Covid-19 Lateral Flow Test and be kept socially distanced and out of lessons until their test has come back negative. If a test comes back positive, the procedure outlined below will be followed as the pupil's parent is contacted to return to school to pick them up immediately. Once a test has come back negative, pupils may attend lessons. Further on-site testing will occur at 8am on Thursday 11 March and Monday 15 March for Year 8/8S, and at 8am on Friday 12 March and Tuesday 16 March for Year 7
- Parents have already given their permission for their sons to have Covid-19 Lateral Flow Tests, following our Parentmail in January. Pupils aged 12 and older are able to self-administer the tests; those aged 11 will need adult assistance
- Members of NCS staff will continue to have two on-site tests per week until we have been provided with home testing devices, at which point members of staff will test themselves at home
- The DfE advises that "Primary age pupils will not be tested with Lateral Flow Devices. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab. We will review this approach in the light of any emerging evidence."

Grouping and Minimising Contact

- The DfE's guidance has stated 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 has also stated 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 has also conceded 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"; "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 has conceded 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 has made 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 should be used by over 11s, especially if they come into very close contact with someone outside of their group or who they would not normally meet, unless they are exempt

Hygiene and Prevention of Infection

- 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, very occasionally, 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”, or where aerosol generating procedures (AGPs) are occurring

Face Coverings

- Year 7 and 8/8S pupils will need to wear face coverings **inside** – including during lessons – especially where it is not possible to maintain 2m social distancing. The DfE’s exceptions include “situations where wearing a face covering would impact on the ability to take part

in exercise or strenuous activity, for example in PE lessons”. Adults on site should wear face coverings “when moving around the premises, [including] outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.”

- 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. 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
- The school will provide two washable face coverings (with filter) to each pupil in Year 7 and Year 8/8S. We also have disposable coverings available in an emergency, and we are also relaxed about boys wearing their own face coverings from home
- 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. 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 are present around the school to remind pupils and staff of this process

Responding to Infection

- The DfE states that “We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.”
- NCS will continue to engage with the NHS Test and Trace programme
- Any cases of Covid-19 among the NCS community will be managed following DfE and/or 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

Pupils, staff and other adults must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but they may leave home to avoid injury or illness or to escape risk of harm.

If anyone in the school develops a new and 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 to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- be advised to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

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.

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, does not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test as part of a community or worker programme

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, to reduce the risk of passing the infection on to other people.

A note on shielding: a small number of pupils may 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). 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 official clinical and/or public health advice, we will continue to offer them access to remote education. Indeed, should we be mandated to return to remote learning for some or all pupils, our remote learning provision from Hilary 2021 will be in place, with appropriate provision for each year group.

Remote Education

The DfE states that “Attendance will be mandatory for all pupils of compulsory school age from 8 March. In the event that government guidance means that a class, group or small number of pupils need to self-isolate or that clinically extremely vulnerable children are to shield, all such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.” In these instances our remote learning protocols (including those for safeguarding) from Hilary 2021 will be in place, with use of live lessons, the VLE, and independent work as appropriate.

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

At drop-off and pick-up parents should maintain 2m social distancing, wear face coverings, and please avoid congregating for longer than necessary. Pre-Prep boys should 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.

Please avoid causing congestion at the school gate, and do please allow plenty of space for parents/guardians to access the gate safely to pick up their child. The younger boys especially should **not** be encouraged to cross the road to meet their parent/guardian without being accompanied. While there is a temptation to stand in the road itself while waiting, please be aware that Savile Road still has a good number of cars on it, and we need to remain vigilant that the boys remain very careful of road safety.

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, which is offered as part of the school's educational provision, 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. These activities are also available as part of our wrap-around care provision where it is 'reasonably necessary to support [parents or guardians] to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group'. Mr Bradley will be in touch to clarify which activities will be available to which year groups.

Chorister Practices and Services

Mr Quinney will be in touch with chorister families to outline plans for chorister rehearsals and services. In addition to the DfE guidance, the New College Chapel risk assessment takes into account Church of England guidance, government regulations on religious services, and guidance on 'safer singing'.

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	11.50-12.10	12.10-12.30	12.30-12.50	12.50-13.10	13.10-13.30
Monday	5	8	7	4	3	6
Tuesday	6	8	7	5	3	4
Wednesday	4 and 3	8	7	6	5	(PSHCEE)
Thursday	8	7	6	3	4	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 six members of staff to dine at any one time, socially distanced and divided by perspex dividers, 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 on site from 8 March 2021. 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 has stated 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, with extra clothing layers used for staff and pupil comfort if necessary. 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 on-site Wellbeing (PSHCEE) lessons on Wednesday afternoons, following our usual curriculum. Some boys may be nervous about returning to school after a prolonged period of remote 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 normal schooling 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." We are permitted to "hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene ... External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities." With regards to team sports we

“should only consider those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. Competition between different schools should not take place until wider grassroots sport for under 18s is permitted.”

Boys will still have Games lessons, though with contact limited as much as possible 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 had bi-fold doors installed along the length of one wall, significantly increasing its ventilation.

For the remainder of Hilary, the boys will play a combination of hockey, basketball and tennis. For each of their games sessions they will need to bring trainers and full NCS games kit including tracksuit top, shin pads, gum shield and hockey stick. On Wednesday afternoons Years 5-8 will also need to bring football boots for a session on field. If boys have their own tennis rackets, then please also bring those along, however we do have enough on site that we clean thoroughly after each use if one can’t be brought from home. Games lessons will be equally divided between the three sports to ensure each year group has a fair allocation of each sport in order to make good progress in each area.

Aftercare

The DfE guidelines allow for wraparound care, though this should only be used in an emergency, please, and only when ‘it is necessary to support [parents or guardians] to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group’. 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. NB. Years 3 and 4 have extra library time through specified library lessons on their timetable.

Individual Music Lessons & Saturday Morning School

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

Parent Contact

We wish to maintain healthy teacher-parent contact, even if we may not be able to meet in person very easily. Colleagues can be contacted in the meantime via their institutional email addresses: firstname.lastname@newcollegeschool.org. <https://www.newcollegeschool.org/who-we-are>

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.” We are awaiting further guidance regarding day trips, especially those to local facilities, but we understand that these are quite unlikely to go ahead in the near future. We will remain flexible and abide by the risk assessments of any destination, should small-scale trips be possible in the coming months.

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. Face coverings should be worn, as above.

Communication

Boys will be told of the relevant above measures and changes to the routine by their teacher(s), especially in form time and Wellbeing lessons on their return to the school site. 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!