



# COVID-19 Summary Risk Assessment

## Return to School (Whole School) in September 2020 v1

### Introduction

The UK is to fully re-open schools in September 2020. The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures. Government advice for re-opening in September recognises that while COVID-19 remains in the community schools will be required to make judgments concerning how to balance and minimise risks whilst providing “a full educational experience for children” using their existing resources.

This summary school-wide COVID-19 risk assessment identifies and assesses hazards and describes methods to control these hazards. We recognise that this over-arching risk assessment, and all related and supporting risk assessments must be dynamic and we undertake these will be updated whenever advice, circumstances, or any of the assessed risk factors have changed.

This summary risk assessment and all such revisions will be made public via the School’s website [www.ditchampark.com](http://www.ditchampark.com). This document aims to take into account the full scope of Government guidance in respect of the operation of School environments and operations. This version of the document is a first version document, subject to continual review in conjunction with all stakeholders including staff. Subsequent revisions will be marked to highlight changes.

An expanded version of this risk assessment is available by request, by contacting the Bursar, Mrs Denise Allen, via email [bursar@ditchampark.com](mailto:bursar@ditchampark.com).

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### The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for Schools have been considered and we conclude the School is “OPEN” as of 28<sup>th</sup> August 2020.

1. Fully Open Business as usual: no travel or trip restrictions.
2. Open Business as usual: with caveats – no visitors to school premises without Headmaster/Bursar approval, or overnight residential trips.
3. Open T In transition: some teaching in School and some remotely.
4. Open K Key staff and vulnerable children in School. All other teaching remote.
5. Open R Teaching is all achieved remotely.
6. Fully Closed No one on site except residents, security and maintenance staff.



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	Hazard	Who Might be Harmed	Controls	Risk Category (L/M/H/EH)
<b>A</b>	Contact with someone suffering from Covid-19 coronavirus	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</li> <li>• Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</li> <li>• If a symptomatic person comes into the School, they will be sent home immediately or isolated until they can be collected. The School has identified a secure and comfortable place to isolate symptomatic patients. 999 will be called if the patient is seriously ill or injured or their life is at risk.</li> <li>• In the case of a symptomatic pupil who needs to be supervised before being collected:               <ol style="list-style-type: none"> <li>a) Supervising staff will wear a fluid-resistant surgical mask if a distance of 2 metres cannot be maintained.</li> <li>b) Supervising staff will also wear disposable gloves and aprons if contact is necessary with the patient.</li> <li>c) Supervising staff will also wear eye protection if there is a risk of splashing to the eyes (ie: from coughing, spitting or vomiting).</li> </ol> </li> <li>• Supervising staff will wash their hands thoroughly for 20 seconds after the pupil (or other patient) has been collected.</li> <li>• If there are home testing kits available in the School, these will be provided to parents/guardians collecting symptomatic children, and to staff who have developed symptoms at School, if providing one will increase the likelihood of them getting tested.</li> <li>• Ditcham Park School has, as an employer of essential workers, subscribed to the Employer Referral Portal.</li> </ul>	<b>HIGH</b>



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			<ul style="list-style-type: none"><li>• Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:<ol style="list-style-type: none"><li>a) The driver and passenger will maintain a distance of 2 metres from each other or</li><li>b) The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough to do so.</li></ol></li></ul> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <ul style="list-style-type: none"><li>• If the School becomes aware that a pupil or a staff member has tested positive for Covid-19 coronavirus, the School will contact the local <a href="#">health protection team</a>. For Ditcham Park School, the local health protection team is identified as follows: <b>Hampshire and Isle of Wight HPT (South East)</b> <i>Public Health England Fareham Borough Council Civic Offices Civic Way Fareham Hampshire PO16 7AZ</i> Email: <a href="mailto:HIOW@phe.gov.uk">HIOW@phe.gov.uk</a>; <a href="mailto:phe.hiow@nhs.net">phe.hiow@nhs.net</a> Telephone 0344 225 3861 (option 1 to 4 depending on area) Out of hours advice 0844 967 0082</li></ul> <p>The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate (currently for 14 days).</p>	
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			<ul style="list-style-type: none"> <li>• To help with this, records will be kept of :             <ol style="list-style-type: none"> <li>a) The pupils and staff in each group</li> <li>b) Any close contact that takes place between children and staff in different groups</li> </ol> </li> </ul> <p>Close contact means:</p> <ol style="list-style-type: none"> <li>a) Direct close contact (face to face contact with an infected person for any length of time, within 1 metre, including:             <ul style="list-style-type: none"> <li>• Being coughed on,</li> <li>• A face-to-face conversation, or</li> <li>• Unprotected physical contact (skin to skin)</li> </ul> </li> <li>b) Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person.</li> <li>c) Travelling in a small car with an infected person.</li> </ol> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where Covid-19 coronavirus is suspected, the School will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	
<b>B</b>	Contact with Covid-19 coronavirus when getting to and from the School	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be encouraged to avoid taking public transport during peak times as part of their journey to and from the School, if possible. The School is set in a rural location with no direct public transport service, and therefore travel to/from School is achieved by private car and the School Minibus service for the vast majority of pupils and staff. Contractors and the majority of visitors arrive by private vehicles.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">Government guidance</a>.</p>	<b>HIGH</b>



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			<p>For dedicated School transport (ie: coaches and minibuses supplied by AMK) discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"><li>a) Follow hygiene rules.</li><li>b) Try to keep their distance from passengers where possible.</li><li>c) Do not work if they or a member of their household are displaying Covid-19 coronavirus symptoms.</li></ul> <p>In addition, the School will work with providers, pupils and parents/guardians as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"><li>a) Pupils are grouped together on transport to reflect the groups (bubbles) that are adopted within the School.</li><li>b) Pupils are allocated a consistent seat on the bus and do not change.</li><li>c) Hand sanitiser is available upon boarding and / or disembarking.</li><li>d) There is additional cleaning of vehicles.</li><li>e) Queuing and boarding is well organised.</li><li>f) Pupils practise distancing within vehicles whenever possible.</li><li>g) Children aged 11 and over use face coverings whilst travelling on the bus or other occasions during their journeys when they may come into very close contact with people outside of their group or who they do not normally meet.</li></ul> <p>Parents/guardians who drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"><li>a) Any allocated drop off and collection times.</li><li>b) Protocols for minimising adult-to-adult contact (eg: marking out spots to queue).</li><li>c) That only one parent/guardian should attend at any one time,</li></ul>	
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			<p>unless previously arranged with the School (Headmaster/Bursar).</p> <p>d) Not to gather in the School grounds, or enter the School buildings unless they have a pre-arranged appointment.</p> <p>Anyone wearing non-disposable face coverings when arriving at School will be expected to bring a plastic bag to keep these in during the School day. If using a disposable face covering, these will be put in a covered bin at the appropriate School entrance.</p> <p>Pupils wearing any sort of face covering when arriving at School will sanitise their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands before entering their classroom.</p> <p>Pupils will be made aware that they must not touch the front of their face covering during use or removal.</p>	
<b>C</b>	Spreading infection due to touch, sneezes and cough	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Handwashing facilities are provided within the School for pupils, staff and visitors.</p> <p>Pupils will use pupil toilets and washroom facilities in the Seniors or Juniors (as appropriate for their age) and Staff will use the dedicated Staff toilets and washrooms. Visitors, when authorised for admittance to the School, will use the Visitors Toilet on the Ground Floor of the building.</p> <p>Hand sanitiser units are available in multiple locations throughout the site including all School entrances, Main Reception and throughout transit corridors, the dining and catering facilities, all classrooms and offices.</p> <p>Everyone in School will:</p> <p>a) Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a> or use alcohol based</p>	<b>HIGH</b>



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			<p>hand-sanitiser to cover all parts of their hands.</p> <p>b) Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing.</p> <p>c) Be encouraged not to touch their mouth, eyes and nose.</p> <p>d) Use a tissue or elbow to cough or sneeze, and use bins for tissue waste. If required, recycling bins will be removed temporarily in classrooms and staffrooms to ensure correct and safe disposal.</p> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the School.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative when necessary and the School will identify and address such needs. Young children will be supervised during hand washing.</p> <p>Currently, the School considers that all its pupils can maintain good respiratory hygiene (“Catch It, Bin It, Kill It”). Different/additional measures will be put in place to support any children who are identified as unable to do so, and the staff who work with them.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly by the Estates Staff and monitored to make sure they’re not close to running out.</p> <p>Lidded bins for tissues will be emptied throughout the day.</p>	
<b>D</b>	Spreading infection through contact with Covid-19 coronavirus	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Cleaning and Estates staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> </ul>	<b>HIGH</b>



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			<ul style="list-style-type: none"> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between children or staff between washes.</p> <p>Pupils and parents/guardians will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery, School-supplied Chromebooks and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Areas occupied by pupils will not be entered by support staff / cleaning staff unless an emergency situation exists or when pupils are not in the area concerned (eg: Estate/IT staff).</p> <p>Any areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science</p>	
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			<p>equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into School, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books (or any other equipment/resources). Teachers will be provided with an "Essentials" Kit to enable good hygiene in their areas.</p>	
<b>E</b>	Spreading infection due to excessive contact and mixing between pupils and staff in lessons	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>The School will operate a year group bubble system from 1<sup>st</sup> September 2020, aimed to maintain distance between individuals. Arrangements in place have considered:</p> <ol style="list-style-type: none"> <li>a) Pupils' ability to distance.</li> <li>b) The layout of the School.</li> <li>c) The year group and overall pupil numbers on roll.</li> </ol>	<b>HIGH</b>



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			<p>d) The feasibility of keeping distinct groups separate whilst offering a broad curriculum (especially in Seniors).</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments will not be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided or operated within National Governing Body Guidelines (such as Sport England). Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This will not always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory ("Catch It, Bin It, Kill It") hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told</p>	
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			<p>to minimise contact and maintain as much distance as possible from other School staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory (“Catch It, Bin It, Kill It”) hygiene and they will wear or utilise appropriate PPE or protection measures (such as social distancing or perspex screening).</p>	
<b>F</b>	Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the School	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Pupils will be kept in the same groups at all times each day and be kept separate from other groups. For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the School will work with these other settings to work out a system to keep these pupils safe.</p> <p>The School will implement a one-way system around corridors and the paths linking buildings in Seniors and Seniors will be required to wear face coverings when transiting between classes, arriving at and leaving the School. Juniors will remain in their own classrooms for most of the day and when moving will be accompanied by staff. Entry and exit to the School will be via multiple locations to reduce the number of year group bubbles converging in any one space. Assembly in Juniors will be year group bubble only, or virtual whole school by Google Meet. Seniors Assembly will be year group bubbles only. Lunch times and break times will be managed by staggering arrival times in the dining marquee, hosting breaks in classrooms or in allocated socially distanced adjacent play/recreation areas and by using staff supervision efficiently as a result. A rigorous arrival and departure protocol will mean start times do not need to be staggered thereby minimising inconvenience to working parents, or complicating timetable delivery, whilst still keeping “Covid-Secure”.</p> <p>Movement around the school site will be kept to a minimum.</p>	<b>HIGH</b>



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			<p>Pupils will be supervised whenever possible (particularly below KS4) to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and corridors will have one-way circulation, to keep groups apart. Pinch-points have been identified (narrow corridors) and the School will manage access to and from classrooms in these specific areas so as to ensure pupil bubbles do not cross over. This will be achieved by a 5 minute early release system for those pupils leaving the affected classrooms (eg; Senior Maths/DofE Corridor).</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at reduced capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining, early years and KS1 pupils will eat in their own classroom and outdoor areas, Form 5 will utilise the South Downs Hall and all other year groups will be rotated through the (temporary) dining marquee.</p> <p>Toilet use will be managed to avoid crowding. This will be achieved by teachers limiting pupils to 1 pupil at one time during lesson time with instructions to return immediately to classroom. EYFS and Junior year groups will use year group specific or shared toilet facilities situated within the Nursery and Junior School. Staff will supervise younger children and older pupils will be instructed in the importance of maintaining social distancing from pupils outside of their year group.</p> <p>Senior pupils will only use toilets in the Senior School and will be instructed in the importance of maintaining social distancing from pupils outside of their year group when using shared facilities.</p> <p>Pupils do not use the same toilet facilities as staff, visitors or contractors.</p> <p>Additional staff rooms have been provided for the duration of Covid-19 restrictions and a system of maximum occupancy will be used in all</p>	
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			<p>staffroom areas to ensure appropriate social distancing can be maintained.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them before and on arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors. Visitors will be required to complete a pre-visit health and travel/quarantine questionnaire.</p> <p>Non-overnight domestic educational visits can take place within year group bubbles, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination. All trips will be considered by SLT on an individual basis. Trips will be cancelled when they cannot be run safely.</p> <p>Before School and After School provision will run. Juniors will be run by Active-8 and held in the Martin Pryce Building, or outside whenever possible. Seniors after school provision will be situated in the School Library and Small Hall to ensure appropriate distancing between pupils of different year groups. Parents/Guardians will be required to block book in 2-weekly advance bookings to ensure consistency of groups and to accommodate the 14 day period.</p> <p>After School Clubs will run, subject to an appropriate risk assessment taking place and with reference to the latest Government and NGB guidelines. Contact sports (Judo club) will not take place.</p> <p>Temporary suspension of sporting fixtures between Schools.</p>	
<b>G</b>	Spreading infection due to the School environment	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> </ul>	<p><a href="#">Checks to the premises</a> will be completed to make sure the School is up to health and safety standards before opening in September.</p> <p>Fire, first-aid and emergency procedures will be reviewed to make sure</p>	<b>MEDIUM</b>



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		<ul style="list-style-type: none"> <li>• Visitors</li> </ul>	<p>they can still be followed with limited staff and changes to how the school space is being used. Muster area for fire drills will be expanded to ensure 2m social distancing between year group bubbles. A fire drill will be undertaken in the first week of each half term. Staff new to the School will receive a full induction to the School including Fire Walk.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of the lift in the MPB will be avoided unless essential. When used occupancy will be limited to 1 adult per journey.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible. Clearly demarcated areas for year group bubbles to use during outdoor play and break periods. Juniors Walled Garden/Front of Main School. Seniors on Southern Pitches.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> <li>• 2.5m<sup>2</sup> per child for those aged 2</li> <li>• 2.3m<sup>2</sup> per child for children aged 3 to 5 years old</li> </ul>	
<b>H</b>	Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Where possible all meetings will be conducted by telephone or using video conferencing. All staff PCs have been fitted with webcam units. Teaching Staff and Administrative support staff each have a School laptop with camera facilities in addition thereby enabling video conferencing off site.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for 2 metre social distancing between adults (or 1m plus additional protective measures). The length of meetings will be restricted to a maximum of 2 hours. No shared</p>	<b>MEDIUM</b>






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			refreshments will be provided.	
I	Individuals vulnerable to serious infection coming into School	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>The school will always follow any shielding guidance in place to decide who should come into school. Since 1<sup>st</sup> August 2020 the Government has paused its advice for vulnerable people to shield, therefore all staff and pupils are expected to attend School from the start of the Autumn term 2020.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual Risk Assessments will be undertaken.</p>	

**This summary risk assessment is reviewed on a monthly basis as a minimum, or as required by good practice or statutory advice received from Gov.UK / PHE. The detailed risk assessment and other supporting area risk assessments are similarly reviewed.**

		
<b>Headmaster</b>	<b>Chair of Governors</b>	<b>Bursar</b>
<b>28<sup>th</sup> August 2020</b>	<b>28<sup>th</sup> August 2020</b>	<b>28<sup>th</sup> August 2020</b>