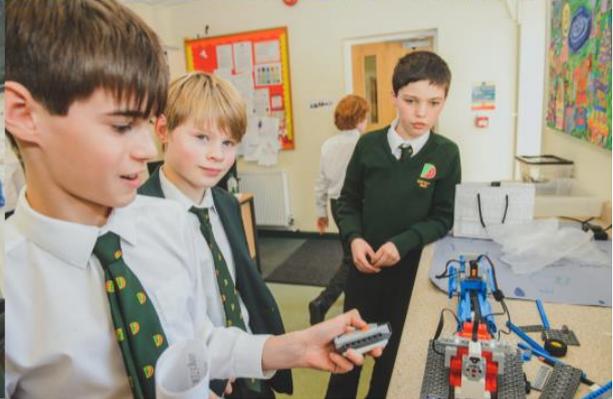




# Ditcham Park School

Parent's Handbook  
Covid-19 Update (September 2021)



Autumn Term  
2021-2022

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

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Dear Parents,

We are delighted to be welcoming pupils and staff back to Ditcham Park School for the autumn term from 2<sup>nd</sup> September 2021. After the long weeks of lockdown and social restriction during the past 18 months, it will be good to return this September with some optimism that the forthcoming year will be one closer to the norm of “pre-Covid-19” days and much less frequently disrupted.

The successful roll out of Covid-19 vaccination programme, and the subsequent lifting of all social distancing restrictions by the Government in England on 19<sup>th</sup> July, means that the school is now able to plan for its normal cycle of events without social restrictions, and to teach and interact without the need to maintain pupil or staff “bubbles” . In the main school the one-way system has been removed along corridors although we will maintain the one-way “Up Only” on the main stairs with “Down Only” via the back stairs leading to the area adjacent to the School Office which has worked well and reduced congestion in busy areas.

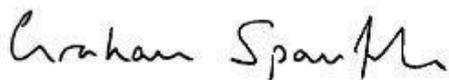
Despite this positive step forward, we will all have to remain vigilant as the weeks ahead progress into the colder and more unsettled months of autumn and winter. Whilst the vaccine is proving to reduce the severity of illness in most people and therefore the number of hospitalisations, we recognise that not everybody has been vaccinated and note that the virus continues to circulate in the wider community. Much like the “traditional flu season” we previously experienced, we expect Covid-19 will also transmit more easily in the winter months as we congregate together inside more frequently.

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

For this reason, to keep the whole community as safe and well as possible, the year ahead will see the School continue to adopt a number of the tried and tested good practices previously prescribed by public health agencies and central government.

- We will require all pupils and staff to adhere to the “**Catch It, Bin It, Kill It**” guidance,
- Maintain the increased frequency of hand-washing and continued use of hand-sanitiser. All sanitiser stations have been kept in school.
- For the autumn term and first half of the spring term we will continue with the enhanced day-time cleaning programme in communal areas.
- Face coverings will be optional for all in communal areas, by personal choice, although they will remain mandatory all School minibuses and AMK Home-School transport services.
- All visitors, including parents with an appointment to see a member of staff, will be required to register at main reception on arrival and to confirm their Covid-19 status via the Inentry badging system declarations.
- Staff and Secondary Pupil LFT will continue twice per week until, at least, October 2021 when the school will reassess based on government updates and public health guidance.

The School is required to produce an “Outbreak Management Plan” which it will adopt upon need during the coming year. This can be found, together with the latest version of government guidance (17<sup>th</sup> August 2021) in the appendices.



Graham Spawforth, Headmaster

1st September 2021

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

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### Index

<u>Subject</u>	<u>Page No</u>
• Risk Assessment and Control Measures	4
• Ditcham Park School's "Safety First" Approach	7
• Communication & Contact with the School	8 - 9
• Reporting Absence	10
• Remote Teaching & Learning (during self-isolation)	10
• Travelling Overseas	11
• Parents Evenings	11
• Friends of Ditcham Park School	11
• Hygiene and Cleaning Arrangements	12
• Medical Emergencies & Administering First Aid	13
• Washing Hands Infographic	14
• School's Response to a Suspected/Positive case of COVID-19	15
• School Day Timings	16
• Wrap Around Care	16
• Pupil Entrances & Exits	16
• Moving Around School	17
• Boot Rooms, Bag Racks and Lockers	18
• Toilets	18
• Lesson adjustments during COVID-19 restrictions	19
• After School Clubs and Activities	19
• School Lunches	20
• School – Home Transport	21-22
• Pupils Equipment Needs	23
• Uniform Shop	24
• School Grounds	24
• The Bursary & Financial Matters	24
• Your Feedback	24
• Complaints Procedure	25
• <b>Outbreak Management Plan (Covid19 – September 2021)</b>	26

## **RISK ASSESSMENT AND CONTROL MEASURES**

The School undertakes to follow the [latest government guidance to Schools](#) and the PHE-endorsed **Control Measures** at all times. Through 2020/21 the government's system of controls built on the hierarchy of protective measures that were in use throughout the coronavirus (COVID-19) pandemic and proven effective. From 19<sup>th</sup> July 2021, the "Control Measures" in place for 2021/22 builds on this system of controls but adapted for the new academic year where all legal restrictions on social contact has been removed. These "Control Measures" will be the School's guiding principles for the coming year and, in conjunction with a robust risk assessment process, we are confident we can provide your children with the safest possible environment in which to learn, where the risk of transmission of infection is substantially reduced.

## **CONTROL MEASURES**

Based on the UK Government's guidance and recommendations, the School is adopting the "Control Measures" as follows:

### **1. Ensure good hygiene for everyone**

- **Hand hygiene.** Frequent and thorough hand cleaning will continue to be regular practice. The School will continue to ensure that pupils clean their hands regularly. This will be done either with soap and water, or with hand sanitiser.
- **Respiratory hygiene.** The "catch it, bin it, kill it" approach will continue to be very important and will be observed by all. The e-Bug COVID-19 website will be accessed for free resources to encourage good hand and respiratory hygiene for all our pupils.
- **Use of personal protective equipment (PPE).** Most staff in School will not require PPE beyond what they would normally need for their work, but the School will ensure sufficient stocks of PPE are always maintained to account for personal preferences and possible local or site outbreaks. [Guidance on the use of PPE in education, childcare and children's social care settings](#) provides more information on the use of PPE for COVID-19.

### **2. Maintain appropriate cleaning regimes, using standard products such as detergents.**

- The School will continue to maintaining an appropriate and enhanced cleaning schedule. This will include regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.
- PHE has published [guidance on the cleaning of non-healthcare settings](#). The School will continue to monitor and adhere to this guidance.

### **3. Keep occupied spaces well ventilated**

- When in operation, the School will ensure it is well ventilated, whilst maintaining a comfortable teaching environment.
- The School will identify any poorly ventilated spaces as part of its Covid-19 September 2021 risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site (eg: school plays).
- Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. The School will adjust these to increase the ventilation rate wherever possible and will check in advance of term (to confirm) that normal operation meets current guidance and that only fresh outside air is circulated.

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

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- Where possible the School will adjust systems to full fresh air or, where this is not possible, operate the systems as normal where they are within a single room and supplemented by an outdoor air supply.
- Where mechanical ventilation systems exist, the School will ensure that they are maintained in accordance with the manufacturer's recommendations.
- The School will encourage the opening of external windows to improve natural ventilation, and in addition, the opening internal doors to assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).
- The School will always balance the need for increased ventilation with the requirement to maintain a comfortable temperature.
- The [Health and Safety Executive guidance](#) on air conditioning and ventilation during the coronavirus outbreak and [CIBSE COVID-19](#) advice provides more information. The School will continue to monitor this information.
- The School is aware that the DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed. The School will ensure it remains up to date with the DfE's latest recommendations in this respect.

### **1. Follow PHE / NHS Test & Trace or Local Health Protection Teams' advice on testing, self-isolation and managing confirmed cases of COVID-19.**

#### **When an individual develops COVID-19 symptoms or has a positive test.**

- Pupils, staff and other adults will be required to follow PHE advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
- If anyone in the School develops [COVID-19 symptoms](#), however mild, the School will require them to return home and they should follow public health advice.
- For everyone with symptoms, pupils and staff will need to avoid using public transport and, wherever possible, be collected by a member of their family or household.
- If a pupil is awaiting collection, the requirement of the School is to leave them in a room on their own if possible and safe to do so. A window will be opened for fresh air ventilation if possible. Appropriate PPE will also be used if close contact is necessary, further information on this can be found in the use of [PPE in education, childcare and children's social care settings guidance](#). Any rooms they use will be cleaned after they have left. The School also has a "fogging" machine to assist.
- The household (including any siblings) should follow the [PHE stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).



### RISK ASSESSMENT

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and visitors (such as parents, visiting tradespeople etc) from coronavirus (COVID-19) within the education setting.

Like most schools, Ditcham Park School remained open to some pupils during the national lockdown periods of 2020 and 2021, and at other times to all pupils and staff in line with government requirements. The School has therefore thoroughly assessed the risks and implemented proportionate control measures successfully to limit the transmission of coronavirus (COVID-19) during an 18 month period.

As part of our planning for the full reopening of the school in September 2021, the school has fulfilled its legal requirement to revisit and update our comprehensive risk assessment document and has considered the additional risks associated with a return to full capacity from 2nd September 2021 (staff) and 6<sup>th</sup> September 2021 (pupils) when all legal restrictions on social distancing have been removed including the requirement to “bubble” year groups.

Where necessary, control measures already in place have been refined and additional control measures have been introduced.

The School has implemented sensible and proportionate control measures to reduce the risk to the lowest reasonably practicable level. The School undertakes to monitor that these controls are effective, working as planned, and updated appropriately, considering any issues identified (ie: by staff, pupils, parents and all visitors) and changes in public health advice and recommendations.

The Chair and Vice-Chair of Governors have been provided with a copy of the detailed School Covid-19 Risk Assessment September 2021. They have examined the School’s preparations and signed off the School’s Risk Assessment documentation.

The School’s Summary Risk Assessment is available on the School’s Website. Parents of current pupils are also able to request a copy of the School’s full risk assessment schedule by contacting the Bursar via email [bursar@ditchampark.com](mailto:bursar@ditchampark.com).



### **DITCHAM PARK SCHOOL'S "SAFETY FIRST" APPROACH**

Actions include (as at 23/8/2021):

1. Continuation of robust hand and respiratory hygiene practices by all in school.
2. Continuation of our enhanced cleaning arrangements during the autumn and winter.
3. Use of (home-provided) face coverings by pupils aged 11 and over, and staff and visitors as detailed below:
  - a) pupils (aged 11 and over) and all adults on home-school transport, school minibuses or any form of public transport must wear a face covering except where they hold a valid medical exemption.
  - b) pupils aged 11 and over, and all staff, should bring a face covering with them to school, however they need not wear it unless:
    - They voluntarily choose/prefer to do so in communal areas.
    - They are advised or asked to do so by school staff should communal areas become crowded and are therefore assessed as "higher risk".
    - Directed by the school in response to directives from local or national health protection teams, Public Health England or the Government.
  - c) pupils and staff are not to wear face coverings when in lessons.
  - d) Use of face coverings by pupils under 11 is optional.
5. Parents will be permitted to enter the School buildings but must sign in at the Main School Reception area so a record of their visit may be taken (retained for a 10 day period). Parents and other visitors should only enter School buildings when necessary (appointments with staff, invited, or for medical / safeguarding emergencies).

# Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

## COMMUNICATION & CONTACT WITH THE SCHOOL IN THE COVID-19 ENVIRONMENT

### CONTACTING THE SCHOOL.

Currently the following procedures apply:

- **In person:** Parents are currently asked to limit their visits in the School buildings, to pre-arranged meetings with class teachers or other staff, for by-invitation school events or in the case of a medical or safeguarding emergency. Parents are required to notify the School Office of their visit 24 hours in advance to the School Reception or Headmaster's PA Mrs Amanda White whenever possible.

**Parents are, of course, permitted to drop off and collect their children from school as normal but are asked to wait outside of the school buildings whenever possible.**

Mrs White can be contacted as follows:

Telephone: 01730 825659 (8.30am to 4.45pm)  
Email: [headspa@ditchampark.com](mailto:headspa@ditchampark.com)

In the event of Mrs White's absence, parents are asked to contact the School Secretary, Mrs Jude Coombes as follows:

Telephone: 01730 825659 (8.00am to 5.00pm)  
Email: [parents@ditchampark.com](mailto:parents@ditchampark.com)

Please do not visit unless you have a pre-arranged appointment. Parents will be required to sign in at Main School Reception and confirm their health and travel quarantine status.

- **Telephone, Email and Letter** remain very useful and effective methods of communication with the school. See further guidance below:
- **Google Meet / Zoom:** all staff (teaching and support) remain able to meet you via webcam, by prior agreement and appointment as an alternative to in-person meetings. Please email staff in the first instance to request.

## EMAIL – GUIDE TO USE OF EMAIL COMMUNICATION WITH THE SCHOOL

### TERM TIME

- **Absence notifications\*** (by 8.30am on day of absence):
  - a) **General absence:** contact [parents@ditchampark.com](mailto:parents@ditchampark.com)
  - b) **Covid-19 related absence, including self-isolation:** contact [headspa@ditchampark.com](mailto:headspa@ditchampark.com) copied to the Bursar at [denise.allen@ditchampark.com](mailto:denise.allen@ditchampark.com)

*\*please also see ["School Attendance and Reporting Absence"](#)*

- **Emergency/Urgent Situations:**
  - 1) By telephone via the School Office 01730 825659 (The School's preferred option), or
  - 2) by email: [parents@ditchampark.com](mailto:parents@ditchampark.com)
- **Safeguarding or Child Protection issues:**

By email, direct to

  - 1) Designated Safeguarding Lead: Mr Mark Philips: [mark.philips@ditchampark.com](mailto:mark.philips@ditchampark.com) or

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

2) Deputy Designated Safeguarding Lead (Interim): Mrs Pippa Probert:  
pippa.probert@ditchampark.com

- **General enquiries** about your child: should continue to be directed via your child's Form Tutor (Seniors) or Class Teacher (Juniors) in the first instance, using their [School email address](#)\*, as before.
- **Subject based enquiries (in Seniors)** for your child: should continue to be directed to the relevant subject teacher and/or the Head of Department by email\* as before.

\*The email address of each teacher can be found on our website ([www.ditchampark.com](http://www.ditchampark.com)) under [About Ditcham and then Staff and Governors](#).

### **NON-TERM TIME**

#### **General Enquiries:**

- Email: [parents@ditchampark.com](mailto:parents@ditchampark.com)
- Telephone: 01730 825659
- Answerphone: Inevitably there will be some occasions when the office is closed i.e. Bank Holidays, between Christmas and New Year and for some days at Easter and in the summer. At these times, a message will be left on the school answer phone and you will receive an auto-reply to any email advising when staff will return to the office.

#### **Covid-19 Related:**

- Email: please email The Headmaster ([graham.spawforth@ditchampark.com](mailto:graham.spawforth@ditchampark.com)) and The Bursar ([denise.allen@ditchampark.com](mailto:denise.allen@ditchampark.com)) in the first instance.

If the Headmaster and/or Bursar are not available, out of office replies will provide details of any required further instructions/next steps.

### **COMMUNICATIONS FROM THE SCHOOL**

#### **GENERAL MATTERS**

Parents can continue to expect communications from the School by the following methods, (including information updates in respect of its response to Covid-19 outbreaks or local/national restrictions):

**Clarion Call** : mails/texts to parents (normally) each Wednesday

**Newsletter** : electronic newsletter every Friday afternoon to parents.

**Parent Portal** : for School Calendar and Sporting Fixtures  
for Booking Parent's Evening appointments

#### **URGENT COMMUNICATIONS**

**Whole School:** relating to Covid-19 (eg site or local lockdown), any other emergency closures (eg extreme weather), problems on our access roads will be communicated to parents in the following ways:

- 1) **Clarion Call text sent directly to parents.**
- 2) Message on School Website homepage [www.ditchampark.com](http://www.ditchampark.com) (updated at the end of each school day for duration of emergency)

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

**Individual Pupil(s):** relating to Covid-19 or any other health and safety, or safeguarding, matters will be by telephone. Parents are asked to ensure the School has two “In Case of Emergency” contact numbers.

### WEBSITE

The school website can be found at [www.ditchampark.com](http://www.ditchampark.com), please note “Cookies” need to be enabled in order to gain access to the Parents Portal.

### Covid-19 Information page

for access to the latest information relating to the School’s response to the coronavirus (COVID-19) pandemic, including the **summary risk assessment**, parents can visit the School website page: <http://www.ditchampark.com/dps-covid-19-information-page/>

### Social Media

The School uses the following social media platforms (however parents should note it is unlikely the School will use these methods as a primary method to communicate emergency messages relating to Covid-19).

- Facebook
- Instagram
- Twitter
- LinkedIn

### SCHOOL ATTENDANCE & REPORTING ABSENCE

- Pupils are expected to attend school every day unless they are ill or self-isolating following a positive Covid-19 diagnosis.
- **Pupils must not attend school if they have tested positive for coronavirus (COVID-19) or are symptomatic or waiting the result of a PCR test. Please follow the required protocols prescribed by the government and advised by PHE / Health Protection Teams.**

If your child is absent from school because of illness, you must inform the school by 8:30am on the morning of the first day’s absence as follows:

- Please leave a message on the ‘Reporting Absence’ line via the main school telephone number (01730 825659) or via email as follows:
  - **General absence:** [parents@ditchampark.com](mailto:parents@ditchampark.com)  
On the day of your child’s return to school, a written explanation for the absence is required. Please send this directly to the School Office or email: [parents@ditchampark.com](mailto:parents@ditchampark.com).
  - **Covid-19 related absence, including self-isolation:** [headspa@ditchampark.com](mailto:headspa@ditchampark.com) copied to the Bursar (Health & Safety Officer) at [denise.allen@ditchampark.com](mailto:denise.allen@ditchampark.com)

### Remote Learning if you Child is Self-Isolating

- For children who are absent due to self-isolation, the School plans to provide access to remote teaching and learning materials. Details of self-isolating pupils will be provided to the Head & Deputy Head of Seniors / Head & Deputy Head of Juniors, as appropriate, who will contact parents to discuss arrangements within 24 hours.

## TRAVELLING OVERSEAS



UK Government

### Travelling abroad has changed

You must take steps before, during, and after any journey abroad to help stop the spread of COVID-19.

Be prepared: [gov.uk/travel-abroad](https://gov.uk/travel-abroad)



**Families and staff (and all visitors) must observe the latest requirements of the Government [Step-by-Step Travel Guidance](#) and will be required to confirm they are compliant with operative restrictions whenever entering the School buildings.**

- **Please check the requirements of the Green, Amber and Red Travel Lists before returning into school: As at 24/08/21** the requirements are succinctly explained on this BBC website [information page](#) but please do keep checking as and when you intend to travel overseas.

## PARENTS' EVENINGS

All parents' evenings, and similar events, will resume in the Autumn term. Many will be held at school, however some parents' evenings are expected to remain "virtual" (online) given the popularity of the format with many families during the lockdown periods of 2020 and 2021. The School will be in touch with parents, as appropriate, prior to each event to provide detailed arrangements and access to any online booking systems required.

## FRIENDS OF DITCHAM PARK SCHOOL

The School's PTA (**The Friends of Ditcham Park School**) will resume their fundraising events and activities from September 2021. Please visit the FDPS website [www.friendsofditchampark.com](http://www.friendsofditchampark.com) or look out for newsletter updates for details of forthcoming events.

## HYGIENE & CLEANING ARRANGEMENTS IN THE COVID-19 ENVIRONMENT

The School continues to adopt several enhancements to its cleaning and hygiene arrangements as a direct response to the coronavirus (COVID-19) pandemic, in order to maximise pupil, staff and visitor health and safety. These include, but are not limited to:

- Deployment of the Estates Team, and an additional part-time 3<sup>rd</sup> party cleaner, to provide increased cleaning of transit and communal areas (with a concentration on hard surfaces such as handrails and doors)
- Retention of screen shields in Main School Reception, the School Office or in other areas on staff request.
- Retention of multiple hand sanitising stations throughout the School.
- Provision of a “Covid-19 Essentials” cleaning materials in each classroom and office for use as required during the day.
- Enhanced cleaning programme, after school, in each area delivered by the School’s 3<sup>rd</sup> party cleaning contractor.
- Purchase of portable carbon dioxide monitors for use where pupils or staff raise concerns about ventilation levels.
- Purchase of a “fogging machine” to be used out of normal school hours, to provide anti-bacterial protection to larger or hard to clean areas.
- Implementation of a revised visitor protocol (reduced numbers on site, and health/travel declarations upon sign-in at Main School Reception).
- Display of posters around the School in corridors, classrooms and toilets, reminding pupils and staff of the importance of handwashing and other key behaviours, including “Catch It, Bin It, Kill It”.



## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

### **MEDICAL EMERGENCIES AND ADMINISTERING FIRST AID in the COVID-19 ENVIRONMENT**

In addition to our robust processes already in place to deal with medical emergencies and provision of First Aid at school, the School has taken/will take the following actions:

- The School will fully engage with the Local Health Protection Team, who assume responsibility for Test and Trace duties within the School environment.
- Parents can find further information on NHS Test and Trace by following this link: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

#### **Established details of the local health protection team**

The School will respond to the advice of the LHPT or NHS Test and Trace if contacted as a response to a positively tested Ditcham Park pupil or staff member.

The School will consult with the LHPT if/when the School has received reports of:

- 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period.
- 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period.

#### **Hampshire and Isle of Wight HPT (South East)**

Public Health England, Fareham Borough Council, Civic Offices, Civic Way, Fareham, Hampshire, PO16 7AZ

Email [HIOW@phe.gov.uk](mailto:HIOW@phe.gov.uk); [phe.hiow@nhs.net](mailto:phe.hiow@nhs.net)

Telephone 0344 225 3861, Out of hours advice 0844 967 0082

- Has asked all parents to complete an updated medical needs form for their child(ren) prior to the start of term, including the opportunity to advise if a child is believed to be at higher risk from coronavirus (COVID-19).

If parents wish to contact the School in respect of any medical matter please contact the Headmaster's PA, Mrs Amanda White, in the first instance: [headspa@ditchampark.com](mailto:headspa@ditchampark.com)

## Coronavirus

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

Use a tissue to turn off the tap.  
Dry hands thoroughly.

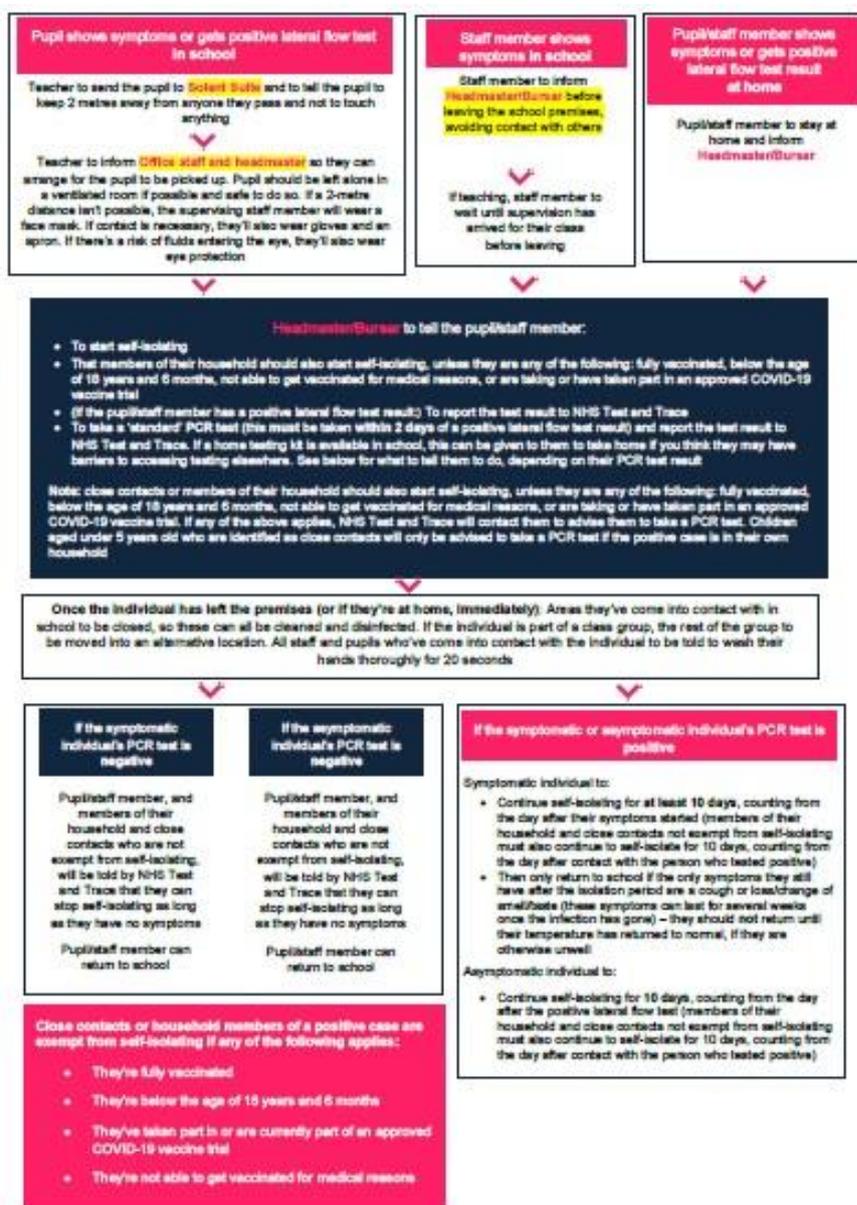


# Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

**How the School will respond to a suspected case of coronavirus (COVID-19)** when patient tests positive at school on an LFT test, OR, becomes symptomatic on site, OR presents symptoms/tests positive on an LFT test at home, is shown below.

A copy of the relevant infographic is displayed in all classrooms and offices and is subject to revision, in line with latest government guidance. Pupils who become ill at school, but not with coronavirus (COVID-19) symptoms, will be treated in the usual First Aid room as required by the School Office First Aid trained staff

**EG: RESPONSE FOR SECONDARY AGED PUPILS** (a similar document is available for Primary Aged Children, and both documents are available in the [Covid-19 Information Page](#) of the School Website).



# Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

## **THE SCHOOL DAY AND OPERATIONS**

### **SCHOOL DAY TIMINGS**

In the Autumn 2021, term the School will operate a normal school day with lessons beginning at 08.40am and finishing at 3.45pm for all Nursery, Junior and Senior pupils.

All pupils should be in school by 8:40am.

### **PARKING ARRANGEMENTS FOR PARENTS DRIVING TO SCHOOL**

Parents are asked to note the following parking areas in operation for drop-off and collection of children at the start and end of the School day:

- **NURSERY / PRE-PREP / PREP / TRANSITION:**  
Main Junior Car Park alongside Art & Design (David Holmes) Building.
- **LOWERS / MIDDLES AND UPPERS:**  
Grass area in front of the Dragonflies Nursery (while good weather holds)
- **SENIORS:**  
North Drive perimeter parking spaces and Main Entrance Car-Parks.

At all other times (authorised visits, by prior arrangement), please use the visitors car parking spaces adjacent to the Main School Entrance.

### **WRAP-AROUND CARE**

#### **Early Morning Club (EMC) – arrangements for the Autumn term:**

##### **Nursery & Juniors:**

- Children may arrive on site from 7:50am. Parents and pupils should enter the School at the Main Reception where they will be met and recorded as attending EMC and then taken to the Margaret Daley Library, where they will be supervised by a member of staff until 8.25am.
- this provision will operate as a “Quiet Reading” time so parents should provide their children with a reading book.

##### **Seniors:**

- Pupils should enter the School at the Main School Reception where they will be met and recorded as present for EMC (as above).
- Seniors whose Period 1 lesson is in Science, D&T, Art or Drama will remain in the Small Hall or Library (depending on capacity) where they will be supervised by a member of staff until 8.25am when they will proceed to class.
- All other Seniors once registered as “in-School” will proceed upon arrival to their Period 1 classroom where they are required to wait quietly in the classroom.

#### **After School Care (ASC) – arrangements for the Autumn term:**

**Juniors:** Active8 will provide after school care from 3.45pm to 6.00pm

**Seniors:** The School will operate a Seniors Homework Club until 6.00pm.

Parents are required to book wrap around care via the parents’ area on the School website [www.ditchampark.com](http://www.ditchampark.com)

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

### **PUPIL ENTRANCES AND EXITS**

#### **Juniors**

NURSERY	:	usual entrance to Dragonflies Nursery
RECEPTION	:	Juniors Entrance in the Junior Courtyard (look for Miss Stevenson/ Mrs Falla)
PRE-PREP	:	Juniors Entrance in the Junior Courtyard (look for Mrs Somerville or Mrs Mason)
PREP	:	Junior Courtyard Prep Classroom Entrance
TRANSITION	:	Juniors Entrance in the Junior Courtyard
LOWERS	:	Via the Memorial Garden Entrance at rear of Classroom Block
MIDDLES	:	Via the Junior Courtyard Entrance to the New Juniors Classroom Block
UPPERS	:	Junior Courtyard Uppers Classroom Entrances

#### **Seniors**

Form 1 (Yr7)	:	Seniors Entrance
Form 2 (Yr8)	:	Seniors Entrance
Form 3 (Yr9)	:	Seniors Entrance
Form 4 (Yr10)	:	Seniors Entrance
Form 5 (Yr11)	:	Seniors Entrance

### **MOVING AROUND SCHOOL**

#### **JUNIORS PUPILS AND STAFF**

- When accessing lessons in other parts of school, teachers or allocated members of staff will escort their class where appropriate.
- Upper Junior children may move freely into the Seniors Main School Building, without face-coverings (unless voluntarily worn) but should observe the One-Way “up” or “down only” on the main and “back” stairs.
- Peri and Learning Support lessons will run as normal. Class teachers will ensure children know where they are going (taking them where necessary) and will liaise with the specialist teacher and office staff to ensure they arrive safely and on time.

#### **Break-time**

- Children will play in designated zones with staff on duty for supervision. These areas will be clearly identified to pupils at the start of term, and reminders provided when needed.

#### **SENIORS PUPILS AND STAFF**

- Pupils will be able to move freely around the school buildings and grounds without restriction, save the “Up Only” on the Main Stairs and “Down Only” instructions on the “Back Stairs” which will be clearly marked.
- Senior Pupils do not need to wear face-coverings when transiting around the School site and in corridors unless they voluntarily choose to do so.

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

### **Break-time**

Pupils have been provided with allocated recreation areas on the main south facing field immediately in front of the Martyn Price Building and South Downs Hall, with staff on duty for supervision purposes.

### **BOOT ROOMS, BAG RACKS AND LOCKERS**

#### **JUNIORS**

**Boot Rooms:** The School has reinstated boot room locations to the “pre-Covid” arrangements. As parents are requested not to enter the school buildings unless necessary, they should seek to remind their children where to hang their coats prior to the start of term:

- NURSERY: In Dragonflies building
- RECEPTION In the Boot Room in the Transition Corridor
- PRE-PREP In the Boot Room in the Transition Corridor
- PREP In Prep classroom
- TRANSITION In the Boot Room in the Transition Corridor
- LOWERS Ground Floor Boot Room
- MIDDLES Ground Floor Boot Room
- UPPERS Ground Floor Boot Room

#### **SENIORS**

##### **Bag Racks:**

- FORM 1 Seniors Entrance
- FORM 2 Seniors Bag Rack Area
- FORM 3 Seniors Bag Rack Area
- FORM 4 Seniors Bag Rack Area
- FORM 5 Southern Entrance Lobby

##### **Lockers\*:**

- MPB Sports Hall Corridor

\***Lockers** are available on request, subject to availability

### **TOILETS**

#### **Juniors**

Pupils will use allocated toilet facilities:

- Reception /Pre Prep : use toilets by classroom
- Transition : use toilets in the Transition Corridor
- Prep – Uppers : use Junior toilets (adjacent to Juniors Entrance)

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

### **Seniors**

Pupils will be able to use all toilets “as normal” throughout the Seniors buildings.

### **ADJUSTMENTS TO LESSONS IN THE COVID-19 ENVIRONMENT**

#### **Sport and PE**

- Sport will be played both within, and cross, year-groups.
- The School is currently permitted to open its changing rooms for use; therefore, pupils should come to school in uniform each day of the School week and bring their sports kit in bags ready to change into during the School day.
- Sporting fixtures with other schools are now resumed.

#### **Music, Drama, Art**

- All music and singing activities and lessons will take place “as normal” without restrictions on group size or activity. *This will be reviewed frequently, and the school will adjust as appropriate with government or performing arts industry guidelines to ensure safety for all.*
- However, musical instruments will not be shared where possible (and not at all for wind instruments). Where sharing is unavoidable, enhanced hygiene practices between use will continue to be deployed.
- Drama, Performing Art and Art lessons and activities will take place within the parameters of the government’s [current guidelines](#).

### **ACTIVITIES AND AFTER SCHOOL CLUBS**

The School aims to resume all activities in the Autumn term however this will be subject of constant review in line with the [government’s published guidelines](#) and the School will undertake detailed risk assessments, adjusted to incorporate all control measures deemed necessary to ensure the activities are “Covid-secure”.

Further details of activities and After School Clubs resuming at the start of term will be provided by the Headmaster, Heads of Seniors and Juniors prior to or in the first weeks of the new term.

## **SCHOOL LUNCHES – ARRANGEMENTS FROM THE AUTUMN TERM**



**New Location:** School lunches will be eaten in the South Downs Hall from the start of the autumn term, under teacher supervision. On occasion, when the weather is good, Seniors pupils will be permitted to eat outdoors in the grounds (with supervising teacher permission)

**New Menus: including “Grab & Go”** Our Chef has written a useful update for parents and children’s information, this can be found on the [Lunch area of the School Website](#).

- Families who have signed up to termly lunches will be emailed a simple and quick online ordering link in the prior week to assist the catering team with their aims to minimise wastage.
- If your child has not yet signed up to school provided lunches, it is not too late! Please contact the Deputy Bursar [louise.bowen@ditchampark.com](mailto:louise.bowen@ditchampark.com) who will liaise with the catering team and confirm arrangements with you.

**Lunches will be served at the following locations and times, from the Autumn term:**

Year Group	Nursery	South Downs Hall
Nursery (EYFS)	11.30	
Reception (EYFS)		11.30
Pre-Prep (Yr1)		11.30
Prep (Yr2)		11.30
Transition (Yr3)		11.45 – 12.10
Lowers (Yr4)		11.50 – 12.15
Middles (Yr5)		12.10 – 12.35
Uppers (Yr6)		12.15 - 12.40
Form 1 (Yr7)		Rota TBA*
Form 2 (Yr8)		Rota TBA*
Form 3 (Yr9)		Rota TBA*
Form 4 (Yr10)		Rota TBA*
Form 5 (Yr11)		Rota TBA*

- Seniors will be notified of lunch arrangements on the first day of term, and \*rotas will be posted weekly on noticeboards in the Senior Entrance and by the South Downs Hall.
- NUTS: The School does not permit nuts in the school because of the risk of allergic reaction to some children. Please do not provide your children with any item containing nuts in their break-time snacks or packed lunches. The School does not use nuts as a constituent ingredient in its catering operation – although many manufacturing companies now include a “rider” on packaging that states “may contain traces of nuts” or “is made in a factory that handles nuts” although nuts are not listed as an ingredient. In such circumstances, the school may use such products.
- **All pupils, in every year group, are encouraged to bring a reusable water bottle for their personal use only.**

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

### HOME-SCHOOL TRANSPORT

The daily School-Home Transport service operated on our behalf by AMK will run as normal from 6<sup>th</sup> September 2021, however some necessary changes to daily procedures will continue for the children using this service.

### Requirements for Autumn 2021

- **Ad-hoc “daily tickets” will be available but all passengers over 11 will be required to wear a face covering unless medically exempt.**
- Pupils seated from youngest (front of minibus/coach) to eldest (rear of minibus/coach) as far as possible.
- Pupils will be allocated a seat for the term and will not be permitted to change (*unless agreed in advance with the School on health grounds eg; motion sickness – contact the Deputy Bursar at [louise.bowen@ditchampark.com](mailto:louise.bowen@ditchampark.com)*).
- Pupils to minimise volume of baggage transported to/from school daily.
- Pupils are required to carry their own bags onto the bus.
- Pupils aged 11 and over must wear a (parent supplied) face-covering which will remain in place until the pupil arrives at school (morning) or their destination bus-stop (afternoon).
- Pupils must use hand sanitiser on entry to and exit from the School bus.

### Transport Timetables

**From Monday 6th September:** the buses will run on normal published timings.

School bus timetables are available from the School Office. Please contact Mrs Coombes or Mrs White by email: [parents@ditchampark.com](mailto:parents@ditchampark.com)

### CODE OF CONDUCT FOR HOME TO SCHOOL TRANSPORT

Parents and pupils are asked to read and comply with the School’s Transport Code of Conduct which will remain in operation:

### CODE OF CONDUCT FOR HOME TO SCHOOL TRANSPORT IN THE CONTEXT OF THE CURRENT COVID-19 PANDEMIC – AUTUMN 2021

In recognition of the plans being put place for the return of pupils to school from September 2021, we have set out the following Code of Conduct line with the latest DfE guidance.

#### **Transport provider AMK will:**

- Clean vehicles thoroughly on a daily basis in accordance with agreed schedule (details of which are available upon request);
- Clean high—touch areas between each journey with anti—bacterial spray/wipes;
- Aim to retain the use of consistent minibuses and drivers on School routes and undertake to not use these vehicles for any other purpose;
- Provide hand sanitiser on board for pupils to use at the start and end of each journey;
- Ensure that all drivers have made a declaration of good health (Covid-19 symptom free) or have carried out an LFT test prior to starting work each week, confirming they are fit for work;
- Provide an alternative driver where necessary;
- Ensure that drivers wear face coverings and keep vehicles well ventilated - where air conditioning is in use units have been re-configured where possible to extract external air

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

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rather than re-circulating internal air (as per guidance from the Confederation of Passenger Transport);

- Ensure that drivers remain forward facing as much as possible and avoid unnecessary interaction with pupils;
- Group pupils together in year group arrangements as much as possible - pupils will sit in the same seat each day;
- Provide Ditcham Park School with a copy of their risk assessment and safe system of work, prior to the start of term;
- Continue to monitor and follow guidance provided by the DfE, associated transport bodies and local authorities.
- Engage with all aspects of the NHS Track and Trace process when required.

### **The School will:**

- Ensure that our risk assessment and pupil protocols are monitored and reviewed regularly.
- Ensure that pupils queue in an organised and socially distanced manner whilst waiting for vehicles at the end of the day and during this time check that pupils over 11 are wearing a face-covering;
- Supervise pupils to ensure that they board vehicles in single file.

### **Pupils will:**

- Respect the to queue quietly whilst waiting to board vehicles, both in the morning and afternoon;
- Ensure that they follow the seating policy to remain within their own year group peers whenever possible;
- Ensure that their face covering remains place throughout the entire journey, bags are safely stowed and their seat-belt is secured;
- Ensure that they disembark the vehicles, both in the morning and the afternoon, in single file;
- Understand that any failure to comply with the above conditions may result in transport provision being withdrawn.

### **Parents/Guardians will:**

- Ensure that their child(ren) does not embark upon their journey to school if they are showing any symptoms of Covid-19 or have tested positive via an LFT or PCR test;
- Ensure children are at the bus stop in good time each morning;
- Limit their child's carry-on baggage to "essentials" only for the day ahead;
- Provide face coverings for all pupils aged 11 years and above, to be worn during every journey;
- Ensure that their child(ren) understands the conditions outlined in this Code of Conduct;
- Understand that any failure to comply with the above conditions may result in transport provision being withdrawn.

## **JUNIORS EQUIPMENT REQUIREMENTS**

### PENCIL CASES

#### **Nursery to Transition**

- Pupils will be provided with all necessary writing and drawing utensils.
- Where possible, children will be provided with their own equipment to avoid risk of infection transference.
- Pupils will not share equipment whenever possible.
- Where any resources may be shared (e.g. colouring pencils) they will be regularly cleaned and children will wash their hands frequently.

#### **Lowers – Uppers**

Parents are required to provide pupils with their own pencil case and equipment. This should include:

- 2 HB pencils
- 2 Blue Handwriting pens (Middles and Uppers)
- 30cm ruler
- Eraser
- Pencil sharpener
- Highlighter
- Glue stick
- Colouring pencils (if possible)
- Protractor
- Pair of compasses
- Scissors
- Calculator (optional)

## **SENIORS EQUIPMENT REQUIREMENTS**

To continue in the safest possible working environment, most work this term will continue to be completed and assessed on Chromebooks and the Google Classroom platform. We do not anticipate that exercise and textbooks will need to be carried on a regular basis.

Pupils must only bring in a limited amount of equipment. They should have a small, clearly named day bag containing the following:

- Chromebook (This must be fully charged)
- Pencil Case 2 black writing pens
- A green pen
- 2 sharp pencils including an 'HB' Eraser Pencil sharpener
- Pair of compasses
- Protractor
- CASIO scientific calculator
- Ruler
- 2 Highlighter pens
- Reading Book
- Reusable water bottle

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

### **UNIFORM IN THE AUTUMN TERM**

As the School changing rooms are permitted to open from the autumn term\*, all pupils should arrive at school in their school uniform. *\*This will be subject to change if prescribed by central or local government, or public health agencies. Parents will be provided with as much notice as possible.*

Uniform Shop: To order new and secondhand clothing from the Uniform Shop please e-mail Ali Bates at [uniform@ditchampark.com](mailto:uniform@ditchampark.com) or telephone 07547 895200.

### **SCHOOL GROUNDS**

Parents are advised that the school grounds are now open, however the school encourages parents to return to their cars promptly once they have dropped off or collected their children and to leave the School grounds immediately or when directed by the School's estates team (observing the "up only" timings on the School drives, which are shown below for your convenience).

### **SCHOOL DRIVES**

**UP ONLY TIMES: 8.25 – 8.40AM  
3.30 – 3.45PM**

**Any questions in respect of the School Grounds should be directed to the Estate Bursar in the first instance: [adrian.trewhella@ditchampark.com](mailto:adrian.trewhella@ditchampark.com)**

### **THE BURSARY AND FINANCIAL MATTERS**

All Bursary personnel will be working at school in the Autumn term, however in order to keep our staff safe we wish to limit the number of visits required to the bank in order to pay in cheques. We would therefore ask you to pay all fees and other charges by BACS bank transfer. Please note that we are not able to accept cash for insurance reasons.

Details of the School's Bank Account are available on request from Bursary staff:

Deputy Bursar: [louise.bowen@ditchampark.com](mailto:louise.bowen@ditchampark.com)

Finance Assistant: [kate.brickwood@ditchampark.com](mailto:kate.brickwood@ditchampark.com)

If you are experiencing financial difficulties as a result of the coronavirus (COVID-19) pandemic, please contact the Bursar, Mrs Denise Allen, by email: [denise.allen@ditchampark.com](mailto:denise.allen@ditchampark.com)

### **YOUR FEEDBACK**

We hope that parents and pupils find this handbook useful. The School aims to update and publish it regularly, primarily on the School Website.

Despite our comprehensive efforts we understand you may still have questions or concerns about some elements of our coronavirus (COVID-19) response and actively seek your feedback so that we can continue to enhance and improve.

If you wish to contact us in this respect, please do so using the following email addresses, or alternatively telephone the School on 01730 825659 and speak to a member of the School Office team in the first instance, who will redirect your call as appropriate.

Educational Matters: [headspa@ditchampark.com](mailto:headspa@ditchampark.com)  
[pippa.probert@ditchampark.com](mailto:pippa.probert@ditchampark.com) (Nursery & Juniors)  
[Mark.philips@ditchampark.com](mailto:Mark.philips@ditchampark.com) (Seniors)

## Notes for the Guidance of Parents Sept 2021 : Covid-19 Updated

Health & Safety Matters: [bursar@ditchampark.com](mailto:bursar@ditchampark.com)  
Grounds & Facilities: [bursar@ditchampark.com](mailto:bursar@ditchampark.com)  
Medical issues for your child: [headspa@ditchampark.com](mailto:headspa@ditchampark.com)

Please mark your email "COVID-19 feedback" in the subject header. Please note the usual response times to emails will apply.

If you wish to contact the Governing Body you can do so via the Clerk to the Governors, Mrs Denise Allen, by email [denise.allen@ditchampark.com](mailto:denise.allen@ditchampark.com) or direct to the Chair of Governors by email: [chairofgovernors@ditchampark.com](mailto:chairofgovernors@ditchampark.com)

### **PARENTS' COMPLAINTS PROCEDURES\***

A copy of our Complaints Policy, and detailed procedures can be found on our website <https://www.ditchampark.com/policy/complaints-policy-and-procedure/>

Parents can obtain a copy by email, or post, by contacting the School Office or Bursar as follows:

School Office: Telephone 01730 825659

Email: [Headspa@ditchampark.com](mailto:Headspa@ditchampark.com) or  
[denise.allen@ditchampark.com](mailto:denise.allen@ditchampark.com)



# DITCHAM PARK SCHOOL

*Where every child is known and valued*

## **COVID-19: outbreak management plan**

**Approved by:**

Graham Spawforth,  
Headmaster

**Date:** 24<sup>th</sup> August 2021

**Last reviewed on:**

New document, operative September 2021

**Next review due by:**

January 1<sup>st</sup> 2022

## Contents

<a href="#">1. Introduction</a> .....	Error! Bookmark not defined.
<a href="#">2. Seeking public health advice</a> .....	Error! Bookmark not defined.
<a href="#">3. Testing</a> .....	Error! Bookmark not defined.
<a href="#">4. Face coverings</a> .....	Error! Bookmark not defined.
<a href="#">5. Shielding</a> .....	Error! Bookmark not defined.
<a href="#">6. Other measures</a> .....	3
<a href="#">7. Attendance restrictions</a> .....	4

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## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by relevant local authorities (LA), directors of public health (DPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
  - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period.
  - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period.
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission.
- As part of a package of measures responding to a 'variant of concern' (VoC).
- To prevent unsustainable pressure on the NHS.

## 2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. The Headmaster, Graham Spawforth, will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) and/or Hampshire and Isle of Wight HPT (South East) as appropriate or directed at the time.

### 3. Testing (Secondary aged pupils and staff)

If recommended, we will increase the use of home testing by pupils and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DPH) to discuss any further support we need to do this.

If we are required to, or decide to, reintroduce on-site asymptomatic testing, the Headmaster will write to the whole school community (governors, all parents, staff) in advance to advise this will take place. In addition, he will write to confirm specific arrangements to be put in place to the parents of the pupils who are to be included in the testing programme. These details will include:

- When testing will take place.
- Where testing will take place.
- Who will receive on-site testing.

### 4. Face coverings (secondary aged pupils, staff and visitors)

If recommended, pupils, staff and visitors who are not exempt from wearing a face covering:

- Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas.

And/or:

- Will be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained, or a face covering would impact on the ability to take part in exercise or strenuous activity.

### 5. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

### 6. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email, from the Headmaster, once a decision has been made.

If recommended, we will limit:

- Residential educational visits.
- Open days.
- Transition or taster days.
- Parents coming into school.
- Live performances.

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups

### 7. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

#### 7.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

Vulnerable pupils.

Children of critical workers.

#### 7.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in the Home Learning Guides (the most recent edition is available on the Covid-19 Information Page on the School's website click [here](#)).

These documents will be updated promptly in response to an outbreak situation and provided to the families of children involved by the Head of Seniors or Head of Juniors (or Headmaster) as appropriate.

#### 7.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

#### 7.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely by emailing as follows:

DSL: Mark Philips (Head of Seniors) – email: [mark.philips@ditchampark.com](mailto:mark.philips@ditchampark.com)

DDSL : Pippa Probert (Head of Juniors)–email: [pippa.probert@ditchampark.com](mailto:pippa.probert@ditchampark.com)

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence.
- Encourage attendance.
- Ensure vulnerable pupils can access appropriate education and support while at home.
- Maintain contact and check regularly that the pupil is able to access remote education provision.