



**Dunottar School**



Welcome Back!

Returning to School in  
September 2020

A Guide for Parents and Pupils

# Welcome Back to School

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We are very excited about pupils and staff being back in school in September. As you read this document, it is hard not to feel a sense of sadness and frustration that we are all having to adapt our routines which result in this 'new normal', at least in the short term. We appreciate that this is not ideal for anyone, but the trade-off is that, without taking these steps, we are unable to re-open the school. The prevailing imperative for us in planning our response to the Covid-19 crisis is the protection and well-being of all our pupils and staff, so that we can get everyone back to Dunottar safely. This will allow us to provide continuity of an outstanding education to all our pupils in as normal a way as possible.

Pastoral care remains at the forefront of all our minds and while we know that some pupils and parents will no doubt be nervous about a return to physical schooling, we are doing everything possible to ensure the transition runs smoothly. All of our main pastoral points of contact will be available from September, including the school Nurse, the school Counsellor and our Head of Well-being. We have also amended our PSHE program to take into account the impact that the last few months may have had on our community.

Please do keep us abreast of any pastoral concerns that you may have and remember that your child's form tutor is the primary point of contact.

The main alterations to our normal school routines for pupils are:

## Bubbling

1. Pupils will be kept in Year group bubbles. The Sixth Form will form one bubble (with the exception of Senior Games when the Year 11s will join the Sixth Form)
2. Lunch times will be adapted to enable year groups to eat a hot meal together within their bubble.

## Zoning

3. Rather than pupils moving around the school between lessons, year group bubbles will be allocated to classroom zones for most of their lessons. There will be minimal interaction between year groups and no pupil movement between zones except those taught in specialist subject-based rooms. Staff will travel between zones with appropriate care.
4. Recreational zones have been created to ensure year group bubbles can remain distinct and distanced during break times.

## Staggering

5. The number of taught lessons each day will remain the same but there will be a staggered start to the day for pupils. Parents will be asked to sign up to one of three drop off slots. These will be 7.45am to 8am, 8am to 8.15am and 8.15am to 8.25am. We ask parents to stay in their cars.
6. A staggered end to the school day. Pick up for pupils in Years 7 & 8 will be at 4.05pm. For pupils in Years 9 to 11 this will be at 4.15pm. Years 12 & 13 and all pupils on the school buses will depart at 4.20pm.
7. Whilst the morning bus service will run as normal, there will be ONE return journey on all routes after school, leaving at 4.20pm. The late bus service will not operate until we are able to return to a full programme of after school co-curricular clubs and sports. We will continue to provide supervision of pupils after school until 5.30pm.

This document is based on our full school Risk Assessment for Covid-19 and is therefore not an exhaustive compendium of our Covid-19 activity. In conjunction with the Risk Assessment, it will be kept under regular review and may therefore change from time to time.

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### Before term starts

We will ensure all staff have been trained in the Covid-safe measures we have put in place. We will also make certain that there is training and information provided to all pupils as they return to school, so they understand the way that the school day will work for them.

We will remind pupils and staff regularly about how to stay safe, along with visual reminders and signage around the school site reinforcing these messages. We will seek to engender a mindset that 'the virus could be in this room', so act accordingly.

We will continue to emphasise the following:

- Following Government guidelines at all times including self-isolation and test and trace
- Keeping your distance from people outside your household
- Keeping your hands and face as clean as possible
- Avoiding being face-to-face with people
- Avoiding crowds
- If you have to travel, thinking about how you travel
- Keeping indoor places well-ventilated

### Quarantine

Any pupil or member of staff with symptoms of COVID-19 should not attend school for 10 days and is expected to undertake the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained, using [covid@dunottarschool.com](mailto:covid@dunottarschool.com). Collection, monitoring and secure storage of this information will be maintained by the Health and Safety team. Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. A negative result means the pupil can return to school.

We require pupils and/or staff who have travelled from countries that currently require a 14-day quarantine period to have adhered to the Government guidance, to have completed quarantine and to have been passed fit before they are allowed back into school.

If staff display symptoms of COVID-19, they will be sent home to self-isolate for 10 days and undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. If the test is negative, they can return to school when they feel well enough to do so.

### Social distancing

Classrooms have been organised so that teachers will be 2-metres from their pupils. We have adapted our dining hall to ensure that pupils sit in a socially distanced way. For the foreseeable future, we will not be holding large gatherings in school (such as assemblies) and will instead continue to do these virtually as we did last term.



Pupils will be provided with a colour badge to signify their year group so that they are easily identifiable and protective bubbles can be maintained.

### Medical care

All pupils requiring the support of the Health Centre team will go to the Health Centre staying 2 metres away from anyone else. Any pupil displaying Covid-19 symptoms will go to the “girls’ room in the medical centre as this has good ventilation and access to a bathroom. The furniture in this room has been replaced with easy clean plastic seats. Parents will be contacted and asked to collect their child at the earliest opportunity.

In accordance with Government guidelines no special arrangements are put into place prior to the return of school for those pupils who are on the shielding list as shielding has ended. Any individual concerns should be discussed with the Head of Year in the first instance.

### Hand washing / sanitising

Pupils will be asked to sanitise their hands at the start of the school day and as they enter and leave classrooms. We have installed several new hand sanitiser stations around the school in key locations. There will be hand sanitiser available in each classroom. We ask that pupils do not use their own sanitiser in schools as there are known risks in some practical subjects because this product is flammable. Tissues are provided in each room and the school is promoting the “catch it, bin it, kill it” approach. We have made extra bins available.



### Face coverings

Staff will not be wearing personal protective equipment apart from when dealing with specific events, such as caring for a pupil showing Covid-19 symptoms.

Pupils are not required to wear masks, apart from those using school buses, where using face coverings is compulsory as it is for everyone who uses public transport.

The school will provide one face mask to each pupil using school transport. This must be kept in a sealed bag during the school day and cleaned regularly. If additional or replacement masks are required these can be purchased from reception.

### Cleaning

We have recruited a team of additional cleaners to enable us to enhance our cleaning regimes during the day. In addition, all areas will be cleaned thoroughly overnight.

### Visitors

We will endeavour to use remote meetings wherever possible to minimise face to face meetings. If this cannot be avoided, meetings will be pre-booked and assurances sought that they are carried out according to COVID-19 compliant guidelines. Likewise, any visiting contractors or speakers will be expected to follow these precautions. No other visitors will be permitted on site outside of these arrangements.

We ask all parents to remain in their vehicles when collecting or dropping off their sons and daughters. Parents should come on site only if they have a pre-arranged meeting.

Parents’ evenings will be held virtually, until such time that we can safely change the format.



# The School Day

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## Arrivals

Pupils are asked to arrive at the time slot selected by their parents upon completion of our arrivals document. Arrival time slots are 7.45am to 8am, 8am to 8.15am and 8.15am to 8.25am. Staggered arrival times will enable us to manage the safe arrival of pupils onto the school site, including helping us to manage hand washing/sanitising, bubbling and zoning.

## Departures

Pupils will depart at staggered times in order to reduce bottlenecks and crowding at the end of the day. The timings are:

Year groups	Time of departure
Years 7-8	4.05pm
Years 9-11	4.15pm
Years 12-13 and buses	4.20pm

Once formal lessons have been completed pupils requiring extended hours care should go to the Learning Resource Centre. Parents should notify [LRC@dunottarschool.com](mailto:LRC@dunottarschool.com) to let us know their extended hours requirements. Pupils must be collected and off site by 5.30pm at the latest.

## Year group bubbles

Pupils will be placed in bubbles based upon their Year group. There will be six bubbles – Year 7, Year 8, Year 9, Year 10, Year 11 and Sixth Form. Year 11 and the Sixth Form will form one bubble for Sport/Games.

## Zones

Each year group will be taught in a zone to minimise the disruption to their learning whilst keeping them as safe as possible. Teachers will move between these zones to teach lessons.

Breaktime snacks will be delivered to year group zones. Lunchtimes will be staggered to minimise the number of pupils moving around school at any one time and to allow for cleaning the dining hall.

One-way systems have been introduced in school to reduce interactions between pupils, given some of our narrow corridors.

By zoning the school and separating year groups we will be able more effectively to monitor any potential transmission issues should they arise, thereby helping to retain physical schooling for the rest of the school population. Staff will remain at the front of the classroom and software will be used to facilitate 1:1 support rather than the teacher circulating around the room.



## Academic lessons

Within their Year group bubble, Year 7 and 8 pupils are mainly taught in their form groups with some mixing for Sport, English and Maths. Year 9 will be taught in their teaching groups which are different from their form groups and they will be mixed for Sport, Science, English, Maths, MFL and creative subjects. From Year 10 upwards pupils are in different groups within their bubble based on their options subjects.

All pupils must remember to bring in their iPads to school (fully charged) as no sharing will be allowed. Any work which cannot be done online will be quarantined for 48 hours before marking by the teacher. It will be quarantined for 48 hours before being returned to the pupil.

A normal homework timetable will operate throughout next term. Learning support will also be provided as normal with appropriate safety measures in place.

## Uniform

The normal code for school uniform applies and we expect all pupils to be properly and smartly dressed. This also applies to PE kit, which must be proper Dunottar sports attire in line with the specified kit list – see Sports section below. For the avoidance of doubt, pupils are therefore expected to wear Dunottar school uniform or Dunottar PE/Sports kit and no other variations of uniform. Please click [here](#) for our uniform policy if needed.

## Sport

Whilst we long for a return to a sports programme that is as vibrant and busy as recent years, our primary focus is your child's safety; therefore some limitations and restrictions are in place.

- For pupils in Years 7, 8 and 9, their weekly double **PE lessons**, as in previous years, will rotate between swimming and PE. The focus for each PE lesson will be based around the components of fitness: agility, power, balance, cardiovascular and endurance.
- Guidance concerning changing rooms states that, where possible, the use of changing rooms should be avoided. Therefore, on days where PE or Games is timetabled, pupils should come to school in their Dunottar PE kit. Seniors (Year 11, 12 and 13) are expected to wear a Dunottar branded sports top for their Games lessons alongside either Dunottar branded navy shorts/skort, or plain navy or black leggings.
- The only exception to this rule is when students are timetabled for a swimming lesson. On these occasions, pupils should come to school in their school uniform and then change. The swimming changing rooms will be subject to carefully controlled conditions.
- We have a programme of Saturday fixtures scheduled against other schools, but it is unlikely that these will take place in the short term. To ensure the safety of your child and allow them to participate in competitive physical activities, we will hold intra school matches until such point as the fixture programme can be played.



## The School Day

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The programme for **Games lessons** and **fixtures** is set out below. There will be Covid-19 conditions in place for all sports until we are allowed to play these sports as normal.

<b>Girls</b>	Lacrosse and Netball on alternating weeks	Some Y11-Y13 students will do orienteering, yoga or outdoor fitness	Cricket fixtures for some age groups (those involved will be notified, so that appropriate kit can be purchased).
<b>Boys</b>	Rugby	Some Y11-Y13 students will do orienteering, yoga or outdoor fitness	Cricket fixtures for some age groups (those involved will be notified, so that appropriate kit can be purchased).

- OPRO will not be coming into school to do the annual **mouthguard** fittings. Therefore, we recommend that you purchase an OPRO (or similar) boil and bite mouthguard from a sports shop or online and fit these at home as per instructions.
- Initially there will be no after school training for teams, except for the seniors. However, we will monitor government advice and introduce a training programme when it is deemed safe to do so.
- We will hold pre-season training towards the end of August, in year group bubbles. These will focus on fitness and take place at Old Reigatians RFC. Further information about this schedule and the availability of lacrosse sticks for purchasing will be circulated soon.

### Co-curricular Activities

We encourage pupils to continue to engage in co-curricular activities because they are a great way of learning and keeping busy. We believe that busy people achieve more.

We will run a co-curricular timetable which is as normal as possible, alongside our Sport/Games programme throughout the week and on Saturdays. The co-curricular clubs will look and feel a little different whilst we adhere to government restrictions. These will take place largely at lunch times, but some will run before or after school - details will be shared when we return to school.

Music and LAMDA sessions with peripatetic teachers will continue to be taught virtually for the time being.

### Trips

There will be no school trips until at least October half term. We will continue to monitor guidance and advise parents of any change to this position in good time.

We will continue to plan school trips for dates into 2021 and offer these opportunities to pupils when guidance permits.



### **Catering arrangements**

We have created a new rota for lunchtimes, ensuring that year groups maintain their bubbles. The dining hall layout will provide gaps between year groups and surfaces will be sanitised between use by groups.

All pupils will be required to sanitise their hands before and after meals. There will be no self-service food items available, however we will continue to provide a choice of nutritious hot/cold meals and cater for a variety of dietary requirements.

The catering staff will be trained in preparing and serving meals in a Covid-secure way.

