



## **Planning for September 2020 – Frequently Asked Questions**

### **What is the government guidance about schools opening to all pupils in September?**

- It is the government's plan for all pupils, in all year groups, to return to school full-time from the beginning of the Michaelmas term 2020.
- Guidance for the full opening of schools was published by the UK government on 2 July (updated on 27 July, 7 August and 28 August) outlining expectations regarding:
  - actions for minimising the risk of transmission of coronavirus (COVID-19) in schools – this is public health advice, endorsed by Public Health England (PHE)
  - school operations
  - curriculum, behaviour and pastoral support
  - assessment and accountability
  - contingency planning to provide continuity of education in the case of a local outbreak
- We are preparing for September with great optimism and we have worked throughout the summer to put specific plans in place to ensure a safe return of all the Summer Fields community, staff and boys alike.

### **Is there different guidance for independent schools and state schools?**

- No. The government is clear that independent schools should follow the same control measures as state-funded schools when planning to open to all pupils in September.

### **What are our three guiding principles in planning to open to all pupils in September 2020?**

1. To uphold the welfare, health and safety of all the Summer Fields community.
2. To operate a normal Summer Fields education and routine in so far as is possible, knowing that there will continue to be some restriction on certain activities and changes to routine which will be required for some time yet.
3. To react swiftly and adhere closely to any changes in guidance from the UK Government and Public Health England and to monitor information and advice from organisations such as BSA, ISBA, IAPS and ISC, as well as sharing best practice with other prep schools locally and nationally.

### **Will the school facilitate quarantine before the start of term?**

- We are not in a position to arrange for pupils coming from overseas to self-isolate at Summer Fields on their arrival to the UK, in the event that such measures are still required by the UK Government at the end of August. Should boys be required to quarantine, arrangements should be made with guardians or family friends in the first instance. Before they return to school, boys and their parents will be required to certify that they have followed the government's requirements.

### **When will the Michaelmas term 2020 begin?**

- We will be fully operational with all staff and pupils back and the boarding lodges open again. Nevertheless, some of our usual routines will be adjusted to be compliant with government guidelines.
- Therefore, the start of term will operate as follows:
  - On Wednesday 9 September term will commence for:
    - Boarders in Years 7 and 8
      - Year 8 – 3.45pm-4.45pm
      - Year 7 – 4.45pm-5.45pm
  - On Thursday 10 September term will commence for:
    - Boys in Reception, Year 1, Year 2 and Year 3.
    - Day boys in Years 7 and 8.
    - Boarders in Years 5 and 6
      - Year 6 – 3.45pm-4.45pm
      - Year 5 – 4.45pm-5.45pm
  - On Friday 11 September term will commence for:
    - Day boys in Years 5 and 6.
    - All boys in Year 4 (day and boarding) between 10.00am and 11.00am.
- We appreciate that some parents of boarders may have already made travel plans which do not correspond to the dates above. We will try to be as accommodating as possible on a case by case basis.

### **Can parents or other relatives enter the school buildings?**

- No. Until further notice parents will not be able to enter any school building during term time. This includes lodges and will be kept under constant review.

### **Can I visit before the start of term to drop my son's kit off to his new lodge and meet his lodge parents?**

- Parents of new pupils ONLY can make an appointment with lodge parents to visit on the afternoons of Thursday 3 September (all years); Friday 4 September (all years); and Monday 7 September (Years 4-6) should they wish to deliver kit, meet lodge parents and see their son's dormitory.
- Face coverings will need to be worn; hand-sanitising will be required; and social distancing principles will need to be followed in the event of such a visit.

### **Are there any particular things I should be aware of when I arrive for the beginning of term?**

- As detailed above, we have staggered the arrival days and times of all year groups in order to ensure an efficient and safe arrival for all.
- Please arrive within the time slot your son has been allotted.
- With the exception of boys who are new to the school, each returning boy should be accompanied by only one parent or guardian.
- Where possible, face coverings should be worn during the period of drop-off; parents will not be able to enter the boarding lodges.

- Principles of social distancing should be observed at all times

### **My son is coming to school in a taxi or with a driver; is there anything I need to do?**

- Your son should wear a face covering for the journey to school and use hand-sanitiser and suitable wipes on entering and exiting the vehicle.

### **What will my son wear to school?**

- Boys will be expected to wear normal school uniform. However, we appreciate that pupils will need to be treated sympathetically and with some flexibility at the start of term should parents have experienced difficulties sourcing certain items.
- We would encourage the more frequent washing of school uniform (for day boys) in line with the increased frequency with which the clothes of boarders will be washed.

### **Will my son need any additional equipment for attending school in September?**

- All boys will be required to bring in a clean and clearly labelled water bottle at the start of term. Boys will be required to take these home or to their lodges at the end of each day so that they can be washed and ready for the next day. Water fountains will be switched off and instead water stations will be available for boys to use to fill up water bottles during the day.
- Pre-prep pupils will be provided with all the academic equipment they require.
- Prep school pupils will need to bring a fully stocked pencil case to school with them, including calculator.
- Boys Must NOT borrow stationery or sports equipment from each other from September. It is essential all equipment and kit is CLEARLY named.

### **What hygiene protocols will my son be required to undertake?**

- All boys – boarders and day – will have their temperature taken each morning on arrival at school via the new technology being installed which provides an instant reading. The medical centre (Hobson's) will be automatically alerted to any high temperatures.
- Each boy will be expected to wash their hands very regularly for at least 20 seconds.
- Pre-prep pupils will use classroom supplies of hand sanitiser when required.
- Prep school pupils will be expected to bring a pocket-sized bottle of hand sanitiser that can be refilled for their personal use. They will be expected to carry it at all times. Refill stations will be available in school and the lodges.
- Training of all the boys will take place from the start of (and throughout) the Michaelmas term on a variety of areas related to hygiene, social distancing and logistics.
- Boys will wash their hands with soap and water on every occasion they enter the school buildings; before break snacks; before lunch; and after each visit to the loos.
- Boys and staff will be allowed to wear PPE masks and face coverings should they wish to do so, but this is not compulsory in educational settings. Any coverings must be disposable or if reusable cloth/fabric-types they should be plain coloured and should be washed daily either at home or in the lodges.

In addition the school will adopt the following measures:

- Electric blow-dry hand driers will be switched off and paper towels introduced for the drying of hands across the school, including lodges.

- Hand sanitisers and hygiene wipes will be available in every classroom and at every entrance and exit to school buildings.
- Classrooms and equipment used by pupils will be cleaned and sanitised regularly during the day in addition to the usual morning and evening cleaning protocols already in place. Classrooms and furniture will be laid out with this in mind.
- We will provide covered spaces outside to provide greater flexibility for boys to meet safely under cover.
- Disposable cups and plates will be reintroduced in the lodges.

### How will school routines in September be different to normal?

- Drop-off and collection arrangements will continue to be staggered for day boys at the start and end of each day as during the Summer term 2020; please note that pick up for day boys is earlier for all year group than has been the case in previous Michaelmas terms. Specific times are given below.

Prep school drop off and collection times			
	Drop off	Collection	
Year group	All mornings	Monday, Tuesday, Thursday and Friday	Wednesday and Saturday
4	7.55-8.05am	4.50pm	3.00pm
5	7.50-8.00am	5.05pm	3.15pm
6	7.45-7.55am	5.20pm	3.30pm
7	8.00-8.10am	5.55pm	3.45pm
8	8.05-8.15am	6.10pm	4.00pm

- Assemblies and chapel services will continue to be held (in line with government guidance) although groups or 'bubbles' (see below) will be kept apart, meaning that collective worship and other gatherings with more than one 'bubble' in a single location will not be possible. Boys will attend events on a weekly rota; those 'bubbles' in school unable to attend in person will participate remotely in their form rooms.
- Boys will be arranged in 'bubbles' in line with government guidance. Maintaining 'bubbles' – distinct groups which do not mix – makes it quicker and easier in the event of a positive case to (a) identify pupils who need to self-isolate and (b) keep that number as small as possible.

'Bubbles' will operate in the following manner:

- In the Pre-prep, the Reception and Year 3 classes will each constitute separate 'bubbles' in the same way as adopted during the second half of the Summer term 2020.
- In the Pre-prep, Years 1 and 2 will constitute a 'bubble'. In the prep school, each individual year group will constitute a 'bubble'. As outlined in government guidance, organising 'bubbles' in this way will enable the provision of specialist teaching, a full curriculum and the management of practical logistics such as the serving and eating of meals.
- 'Bubbles' will be kept apart from each other where possible and children will be encouraged to keep their distance within their groups.
- Movement around the school will be managed in order to lower the risk of transmission between working groups. Signs and floor markings will be in corridors, classrooms and stairwells to indicate the direction of movement for all pupils. There will also be signs to indicate the areas that are out of bounds to boys.
- We will keep the timetable and structure of the day as similar as possible to normal, but timings will be adjusted to keep groups apart in what are normally shared spaces such as the Dining Room and changing rooms.

- Lessons will be taught as normal. Boarders may sit next to boys from their lodge 'household' but will socially distance from other boys as far as is practically possible.
- Health and safety considerations have had some impact on the way in which phonics and maths groups in the Pre-prep will operate during the Michaelmas term 2020. Ensuring that boys are seated safely in their lessons and are kept apart from other 'bubbles' as they move around the school site is the priority.
- Adjustments to normal routines will be reviewed as and when restrictions are lifted. We will be keeping this under constant review.
- Whilst government guidelines recognise that younger children will not be able to maintain social distancing, older boys will be encouraged to do so as much as possible; staff will continue to socially distance from boys at all times, unless certain contexts make this impossible, i.e. protection of a child from harm.

#### **Will curriculum time be reduced?**

- No. As per government guidelines, the amount of academic teaching time will remain the same.
- Staggered drop off and collection times have been organised through changes to break times and the timing of activities.

#### **Will the curriculum spread be altered?**

- No. The curriculum spread will remain unchanged from 2019-20.
- The amount of academic teaching time for each subject area is also unchanged from 2019-20.

#### **Will Learning Support, instrumental music, LAMDA and additional language lessons be available?**

- Yes. Additional lessons which (a) take place on the school site and (b) are provided on a one-to-one basis will continue to be available. Lessons in all of these disciplines will be available from September.

#### **Will sport be part of the school day?**

- Yes.
- The organisation of sport will reflect the rules as outlined by the governing bodies of each specific sport.
- Use of the changing rooms and the operation of games will be managed to limit the interaction of 'bubbles'.
- Different 'bubbles' will not be able to play sport together.
- In PE, outdoor (non-contact) activities will be prioritised wherever possible.
- Swimming in the pool will not be possible for the Pre-prep and Years 4 and 5 until the requirements (at the time of writing) governing the operation of swimming lessons as outlined by Swim England are amended.

#### **Will there be sports fixtures to spectate, match tea and Wednesday Tea?**

- No. There are no inter-school sports fixtures currently scheduled before Long Leave. This will be kept under constant review.

- If inter-school sports fixtures are possible after Long Leave, the major sport will be football through until end of the Michaelmas term 2020 with rugby and hockey commencing in the New Year. This will be kept under constant review.
- As is usually the case when there are no fixtures, games sessions on Wednesdays and Saturdays are 'closed'; it is not possible to watch your son play sport in a games session.
- Without fixtures until further notice, there will consequently be no match tea.
- Similarly, in the absence of fixtures boarders may NOT be taken out for Wednesday Tea following conclusion of their games commitments. Day boys will be available to be picked up (with the specific, staggered times to be confirmed before the start of term) following their games commitments.

#### **Will extra-curricular sports coaching be available?**

- Extra-curricular sports coaching which (a) takes place on the school site and (b) does not involve boys from different 'bubbles' interacting with each other will be offered.
- From the start of the Michaelmas term 2020 extra-curricular coaching will be available in the prep school for tennis and golf.
- Details regarding signing up for extra-curricular sports coaching have been sent to all parents. Please note that demand for these sports is likely to be high and that it may not be possible to accommodate weekly lessons for each boy.
- We will continue to consider the provision of coaching in other extra-curricular sports on the school site on the basis of the specific guidance provided by governing bodies and our capacity to accommodate it. This will be kept under constant review.

#### **Will there be school trips in the first half of the Michaelmas term?**

- No, there will be no school trips scheduled for the first half of the Michaelmas term 2020.

#### **My son is in Year 8 – will he be able to go on the trip to Ypres?**

- Overnight international educational visits are currently not allowed under the government guidelines.
- A provisional booking for the Year 8 trip to Ypres has been made for early November; however, this will only take place if government guidelines allow it.

#### **Will Year 8 boys be allowed into Summertown for 'privilege'?**

- No, Year 8 boys will not be allowed to visit the Summertown shops for privilege for Michaelmas term and until further notice. This will be kept under constant review.

#### **Will my son be able to board in September?**

- Yes. We are looking forward to all boarders returning to school in September.
- Under the government guidelines, each lodge will be classified as a household. Therefore they will not be required to socially distance within their lodge, though they will be encouraged to be sensible in their interactions with one another.
- Within the dormitories in each boarding house the boys will be encouraged to keep to their own bed areas. Lodge parents will ensure good ventilation in the dormitories and boys' beds will be spaced as much as is practically possible.

- Bathrooms will continue to be shared facilities, but shower and toilet cubicles will be designated for use by individual dormitories.
- Staff will only enter the lodge that they are attached to.
- All overseas boarders, or those whose parents regularly travel abroad, are required to have suitable guardianship arrangements in place. Parents must ensure that a guardian is able to act on behalf of the parents in the event of an emergency (for example, to receive the child into their home in case of illness or if there is a requirement to quarantine or isolate).

#### **Will it be possible to request absence for my son for medical appointments?**

- Yes. Requests for absence should be directed to Erinn Bradley (PA to the Deputy Heads) in the first instance on [EMB@summerfields.com](mailto:EMB@summerfields.com).
- We ask that parents arrange to take their sons to routine, term time visits to the optician or dentist themselves or schedule these appointments for the holidays.
- We ask that, as far as possible, requests for absence are kept to a minimum.

#### **Will parents be able to see sons who are boarding on the day of their son's birthday?**

- Yes. It is possible, as usual, for parents to arrange to visit their son at break time or lunch time on the day of his birthday.
- Requests to do so should be made to Erinn Bradley (PA to the Deputy Heads) in the first instance on [EMB@summerfields.com](mailto:EMB@summerfields.com).

#### **Will there be parent-teacher meetings or parents' receptions?**

- No. Until further notice parents will not be able to enter any school building which means that face to face meetings to discuss your son's progress will not be possible for the time being. This will be kept under constant review, alongside potential alternative methods of communication between teachers and parents.

#### **How will the medical centre deal with suspected or confirmed cases of Covid-19?**

- Hobson's will be manned 24-hours a day as normal; the nursing team have a plentiful stock of PPE equipment and appropriate isolation facilities (should these be required).
- Hobson's staff will automatically be alerted to any high temperatures recorded as pupils arrive at school each morning.
- In a suspected case of Covid-19, the pupil in question will be asked to wear a mask and will be isolated in the Hobson's isolation room which has been prepared and equipped in line with Public Health England guidance. Nurses will 'barrier nurse', wearing full PPE for any contact. Parents or guardians will immediately be asked to come to collect their child from school as soon as possible. The pupil in question will be required to self-isolate for at least 10 days.
- If a boy develops symptoms of the illness and needs to self-isolate, we will arrange for an antigen test to check for the presence of the virus. These tests are conducted by taking a swab of the inside of the nose and the back of the throat using a long cotton bud. We are exploring options through the NHS and private healthcare providers to ensure a quick turnaround of any test results.
- In the event of a **SUSPECTED** case of Covid-19, staff who have helped the pupil in question – or pupils who have been in close contact with them - **DO NOT** need to self-isolate unless

they develop symptoms themselves **OR** they have been requested to do so by NHS test and trace.

- In the event of a **CONFIRMED** case of Covid-19, the pupil in question must not attend school and they should follow the guidance for households with possible or confirmed Covid-19 infections available [here](#). This involves self-isolating for at least 10 days from the onset of their symptoms, returning to school only if they do not have symptoms (other than a cough or loss of smell/taste) at the end of the 10-day period. The 10-day period starts from the day when they first became ill.
- In the event of a **CONFIRMED** case of Covid-19 the school will contact the local health protection team; this organisation will guide us through the actions we need to take as regards those who have been in close contact with the pupil in question. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the pupil who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. The health protection team will provide definitive advice on who must be sent home.

### **Where will boys be tested in the case of a suspected case of Covid-19?**

- There is an NHS testing station at Oxford Parkway Train Station, a mile from school.
- Hobson's will arrange to take anyone who requires a test to the testing station and results are usually returned within 12-48 hours.
- Hobson's also has a stock of self-testing kits which can also be sent off for testing and results obtained in a similar time frame.

### **What will happen if there are further restrictions impacting school attendance?**

- Details on the steps that would have an impact on schools in the event of a local lockdown in Oxford are available on the government website [here](#).

### **Will boys be able to go home for weekend leave, Short Leave and Long Leave?**

- Yes. The current guidelines allow for boys living in a lodge classified as a household to return to their family home during term time (in the same way as day boys will each night). Children in boarding schools will be judged as belonging to two households, one at school and one at home. Such arrangements will allow for Weekend Leave (outside of the 'closed' first and last weekend of each term); Short Leaves; and Long Leaves to go ahead as planned.
- Nevertheless, some of our usual routines with regard to collection and return to school will be adjusted to be compliant with government guidelines. The details for arrangements will be communicated in advance of the event.
- Whenever boys return to school after a period of absence, their temperature will be checked and their good health confirmed immediately on arrival back at school. The same will apply to all members of staff.
- Term dates will be the same as previously published.
- This will be kept under constant review.

### **Will my son be able to stay at school during Short Leaves and Long Leaves?**

- No. All boarders must, as usual, leave the school site for Short and Long Leaves. If parents are unable to pick up their sons from school for leave outs they must make arrangements to do so with guardians or family friends.

**Will remote learning continue for boys not physically attending school?**

- With the school open, the focus of Pre-prep and prep school staff will be directed towards teaching pupils on site.
- Remote teaching resources will consequently not be available for boys who choose to be absent from school.
- Where pupils are unable to be present on site beyond the first full week of the Michaelmas term due to circumstances outside their control – for example, if they have been instructed to self-isolate - educational resources will be made available to them on Firefly from the week commencing 14 September.
- However, these resources will not include lessons delivered via live video conferencing. Details of the resources will be sent directly to any boy in this position in advance of 14 September.

**Will there be any external validation of the measures put in place by the school?**

- Yes. Although we are confident in working to the highest standards in relation to the health, safety and wellbeing of the school community and in carrying extensive risk assessment of all processes and systems related to Covid-19, we have gained recognition for the measures we have put in place through the Boarding Schools' Association's "Covid-Safe Charter".

As a school we have, at all times, taken Coronavirus extremely seriously throughout this crisis. We reacted early before the country went into lockdown and have throughout followed government guidance to the letter and taken a cautious approach throughout. We are committed to adhering closely to evolving government guidance and all decisions we arrive at continue to be made in the best interests of the health, safety, pastoral and academic development of our pupils and the wider school community.

All our plans will be kept under constant review and will be adapted and added to as further guidance is issued.