

28 August 2020

Dear Parents

We are looking forward to welcoming all students to, or back to, Gordon's next month. The preliminary Q&A information sheet sent to parents in July has been updated to reflect any changed guidance and will continue as a dynamic document to reflect changing environments or expectations.

Our plans for re-opening in September are based on three essential priorities:

- We protect the health and wellbeing of all members of the Gordon's community
- We ensure a happy return for students that offers as much of our Gordon's experience – academic, pastoral and co-curricular – as is safe and practicable
- We are able to provide effective online home learning for those delayed returning and in the event that there is a second 'spike' or local / House lockdown

### **Sources of information and advice**

The latest Government guidelines can be found [here](#). We are following advice provided by Surrey Local Authority, from the Boarding Schools' Association and from the School's Health & Safety adviser. Every House and Department has a COVID-19 specific risk assessment that flows into the overall Gordon's Risk Assessment found [here](#). This will be available on the Gordon's website, will be regularly updated, and reviewed by our insurers.

While we will do all that is practicable to comply with the guidelines, these do allow for adaptation to individual school settings to ensure that all students are able to return to school full-time in September.

This document reflects Government advice as at 28 August 2020.

We trust that you will find the following Q&As helpful and reassuring. Should you have any queries regarding the School's plans for re-opening, please email [September2020@gordons.school](mailto:September2020@gordons.school) Your query will be forwarded to an appropriate member of the Leadership Team for their response.

	<b>Question</b>	<b>Answer</b>
	<b>GENERAL</b>	
1	What will happen before students return?	<ul style="list-style-type: none"> <li>• There has been a deep-clean and sanitisation of all school indoor environments. Classrooms have been set out to comply with guidelines and Houses prepared for students' return.</li> <li>• Parents are asked to inform us if any students and their family members have shown any symptoms of COVID-19 for 14 days before returning to school.</li> </ul>
2	How will social distancing be managed?	<ul style="list-style-type: none"> <li>• The guidelines advise that students should keep to 'bubbles' during the day, within which social distancing is not required. The guidelines also allow for membership of more than one bubble. Gordon's students will spend their classroom time and lunchtimes in year group bubbles. At break, lunch and tea, we are planning for students to be allowed in their Houses though will keep to their year groups in allocated areas. Students will be reminded to keep their distance from students in other year groups when moving around school.</li> <li>• Before lessons and after lessons at 3.35pm, students will belong to their House bubble to access the boarding provision and after-school programme.</li> </ul>
3	Will there be a staggered start to the day?	<ul style="list-style-type: none"> <li>• No, but we are providing pre- and post-school provision by House bubbles. Houses will however minimise contact between year groups.</li> </ul>
4a	What PPE will be issued or used?	<ul style="list-style-type: none"> <li>• The guidelines advise that PPE is not generally required in schools, except in specific circumstances.</li> <li>• Some support staff may be required to wear PPE in fulfilment of their duties around the School. We are currently seeking advice with regard to Learning Support Assistants working in classroom settings.</li> </ul>
4b	Can students wear face coverings?	<ul style="list-style-type: none"> <li>• Students, and staff, may wear face-coverings if they wish to, although current guidelines say that they are not recommended as necessary because of other measures that are in place.</li> <li>• If worn, face coverings must be of plain colour, without any form of personalisation and scarfs/snoods and other irregular types are not permitted.</li> </ul>

		<ul style="list-style-type: none"> <li>• The use of face coverings in the classroom is not recommended as this can have a negative impact on learning and teaching.</li> <li>• Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.</li> <li>• Please see end for <u>guidance</u> on the safe use of face coverings.</li> <li>• As per guidance, in areas of local lockdown, face coverings should be worn by adults and students in schools when moving around, such as in corridors and communal areas where social distancing is difficult to maintain. If this is the case we will inform all parents and students.</li> </ul>
5	Will students wear school uniform?	<ul style="list-style-type: none"> <li>• Yes, Government guidelines advise that students should wear their school uniforms; the requirement for a daily change and laundering of clothing is no longer a stated requirement.</li> </ul>
6	What additional cleaning and sanitising will there be?	<ul style="list-style-type: none"> <li>• Extra evening cleaning is planned.</li> <li>• Washroom areas will be cleaned thoroughly after the morning and lunch breaks as well as in the evenings.</li> <li>• Sanitising wipes will be provided in all classrooms for wipe down of tables and chairs between lessons.</li> <li>• Houses, entrances to buildings and other areas will have sanitisers available.</li> <li>• Students will be reminded regularly on the need to wash their hands thoroughly and frequently, in particular on arrival at school, returning to House at breaks and before meals.</li> </ul>
7	Will catering be provided to all students?	<ul style="list-style-type: none"> <li>• Yes. We had already planned to change the meal rotas from House sittings to year groups, which will be implemented for lunch times.</li> <li>• The Rec will be set up as a second dining hall; there will need to be allocated meals times to allow time for thorough cleaning between sittings. While there will continue to be meat and vegan choices, these will be pre-plated, along with boxed salads, fruits and puddings.</li> <li>• Any condiments will be portioned and students will need to bring their water bottles rather than have water jugs and glasses on tables.</li> <li>• At weekends, all residential Houses will have their meals in the Dining Hall, using designated and separated areas, in two sittings.</li> </ul>

8	What about large meetings - Assemblies, Chapel, Parades?	<ul style="list-style-type: none"> <li>• It may be a while before we can have large-scale gatherings. Until then, we will work within the relevant guidelines.</li> <li>• Year Group Assemblies may be held in the Rec and if not will be delivered via Zoom in tutor groups. Chapel services and House Meetings will continue by year group.</li> <li>• Start of year Parent Information Evenings (PIEs) will be virtual and plans are in place for events such as virtual Open Mornings. We hope that smaller occasions such as informal concerts or debates might be held via Zoom.</li> <li>• Sadly, Parade on <b>20 September</b> is cancelled.</li> <li>• Although we are unlikely to be able to hold School Parades for a few months, drill will continue for all main school students.</li> </ul>
9	Will there be prep?	<ul style="list-style-type: none"> <li>• Yes. This will be by year group as normal, in classrooms that will have been cleaned after 3.35pm.</li> <li>• Students will be pre-allocated to a prep room where attendance will be registered.</li> <li>• Y7 prep will run from 6.00pm until 6.45pm, at which point Y7 day boarders will return home.</li> </ul>
10	What happens if a student shows symptoms of possible Covid-19 such as, a high temperature?	<ul style="list-style-type: none"> <li>• We will follow Government guidelines.</li> <li>• A day boarder will be isolated in a designated isolation room until collected and <i>taken home</i>.</li> <li>• Day boarders are required to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> <li>• A residential student will be isolated in the Medical Centre or their House, depending on available space. Other students in their House 'zone' will be quarantined in House until tests have been carried out. A House zone is defined as the physical dorm and washing area used by a specified group of students. All schools are being provided with test kits or we will take any student with Covid-19 symptoms to our nearest NHS test centre.</li> </ul>
11	What will happen if there is a case of Covid-19 in the School?	<ul style="list-style-type: none"> <li>• Should a day boarder test positive they will be required to quarantine for 10 days from the onset of symptoms or the day of positive test result.</li> <li>• Should a residential boarder test positive, they will be isolated in the Medical Centre until they have either been taken home or to their guardian, within 48 hours of testing. All other members of the House zone will be required to quarantine for 14 days, either at home or at school.</li> </ul>

		<ul style="list-style-type: none"> <li>As required by all schools, we will actively engage with the NHS Test &amp; Trace and follow their advice, including other students who may be required to isolate.</li> </ul>
12	What if my son/daughter is still shielding or has tested positive for Covid-19?	<ul style="list-style-type: none"> <li>A small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of students who may remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>Some students who no longer require to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people</a></li> </ul>
13	How will Houses cope with year group 'bubbles'?	<ul style="list-style-type: none"> <li>Students will be separated into year group bubbles during classroom time between 8.20am and 3.35pm. For before and after-school provision between 7.45am and 8.20am, and again between 3.35pm and 7.30pm, students will mix in House bubbles. Some students will also form a separate Period 7 extra-curricular bubble if their activity requires them to do so.</li> <li>Separate areas of the House will be allocated for break, lunch and tea times to minimise contact between year groups; each year group will eat separately in either the Rec or the Dining Hall at lunch times.</li> <li>Students will be encouraged to be outside as much as possible in dry weather.</li> </ul>
14	What are the arrangements for lunch and break times?	<ul style="list-style-type: none"> <li>Students are advised to bring their own snacks for morning break as tuck shops will not be open.</li> <li>Lunch will be provided in the Dining Hall and the Rec by year groups while Tea will be by House.</li> </ul>
15	Will there be changes to movement around the school?	<ul style="list-style-type: none"> <li>Within buildings where practical, there will be separate entrances and exits</li> <li>Externally, there will not be a one-system (for example across the Parade Square) but students will be encouraged to distance themselves from students in other year groups</li> <li>There will be organised arrangements for students waiting to enter a building</li> </ul>

16	Will there be any change to pick up and drop off arrangements?	<ul style="list-style-type: none"> <li>We will send a separate morning schedule out which will guide students to register in Houses at different times according to year group. This will inform the time they should arrive in school, and also informs the morning form time schedule.</li> <li>Pick-ups at the end of the day will remain as normal though parents are advised to stay in cars when picking up.</li> <li>We encourage students to walk or cycle to school if they can.</li> </ul>
17	Are there any extra items that students should bring to school each day?	<p>Yes, three items:</p> <ul style="list-style-type: none"> <li>Students are required to bring a <u>water bottle</u> in each day, especially as all water fountains are sealed for safety reasons. Water will be available in Houses for re-filling water bottles.</li> <li>Students should also have their own <u>small bottle of hand sanitiser</u>. There will be re-fill facilities in each House.</li> <li>Third, all students should have their own <u>small packet of paper handkerchiefs</u>.</li> </ul>
18	Is attendance compulsory in September? What happens if my son/daughter is unwilling to return because of safety concerns?	<ul style="list-style-type: none"> <li>Yes. We will continue to report our attendance data to the Local Authority which will review it accordingly.</li> <li>Attendance below 90% would raise an initial concern and initiate possible intervention by the Area Inclusion Officer.</li> <li>We are satisfied that we comply with all guidance on reopening of schools and therefore students and parents can have full confidence in a safe return to school.</li> </ul>
19	What provision is in place to support students' mental health?	<ul style="list-style-type: none"> <li>We recognise that students may need extra support to adjust to school. A sense of routine is important and the House system will help bring our community together again. Heads of Houses and their tutor teams will provide the first level of support and care for students' well-being and mental health. This may then be formalised in an Individual Welfare Plan or referred to Mrs Forster as Head of Student Welfare. Mrs Forster will offer support from Mr Cherry, Ms Beecham, Teresa Wilcox, School Nurses or the School Counselling Service which we have made available to more students next term. Students can also continue to self-refer in the normal way.</li> <li>House Parents are following a bespoke well-being programme to support all main school students returning to school, while sixth form tutors will follow this programme with sixth form students.</li> </ul>

20	How has the behaviour policy been reviewed to acknowledge the increased levels or trauma and anxiety experienced by students and impacts on engagement, self-esteem and behaviours?	<ul style="list-style-type: none"> <li>• The Discipline, Rewards and Sanctions Policy has a Covid-19 appendix outlining additional information in response to the current situation. This is being reviewed weekly.</li> <li>• Students will receive information about behaviour expectations and well-being support during the first week's assemblies.</li> </ul>
21	How will visitors to the site be controlled?	<ul style="list-style-type: none"> <li>• The need to have visitors on site will be minimised through the use of telephone calls and Zoom instead of face to face meetings. Contractors will only come to site during term in the event of an emergency and, when on site, will register and be briefed at the Well House. All Parent Information Evenings, Open Mornings and Evening will be virtual.</li> </ul>
22	Are parents allowed on site?	<ul style="list-style-type: none"> <li>• In line with Government guidance, parents are asked not to attend the school site without an agreed appointment with a member of staff. Where possible meetings will either be by telephone or video call such as Zoom or Teams. Face to face meetings will only take place where absolutely necessary.</li> <li>• For residential boarders please see separate guidance from Houses.</li> </ul>
23	Should students bring in a bag?	<ul style="list-style-type: none"> <li>• Yes. Main School students are asked to carry their equipment, along with a water-bottle and hand-sanitiser if they wish, in their green Gordon's bag to and from lessons. Equipment for periods 1-4 will be needed throughout the morning, with an opportunity to change over for periods 5&amp;6 at lunchtime.</li> </ul>
24	What signage will be in place?	<ul style="list-style-type: none"> <li>• In addition to updated internal signage there will be external signs at key points and entrances around the campus, reminding everyone to maintain social distancing, wash or sanitise hands and, a key message, to 'Catch it, Bin it, Kill it'.</li> </ul>
25	Where can 6 <sup>th</sup> Form park their cars?	<ul style="list-style-type: none"> <li>• Parking is only available to Y13 students with a permit which will be issued on a first-come first-serve basis.</li> </ul>
26	Is information on reopening available on your website?	<ul style="list-style-type: none"> <li>• Yes, under 'parents'</li> </ul>

<b>RESIDENTIAL BOARDING</b>		
1	Will the School quarantine residential boarding students before the start of term?	<ul style="list-style-type: none"> <li>As already advised to parents of residential boarders, Gordon's will not provide quarantine accommodation before the start of term for students joining from overseas. Arrangements should be in place for students affected by these regulations to stay with family, friends or guardians for the required 14 days.</li> <li>Quarantine requirements change; parents should monitor closely whether their son/daughter is affected by these controls as situations are changing on a regular basis.</li> </ul>
2	Will overseas students be able to stay at Gordon's for Exeat weekend and the October half-term?	<ul style="list-style-type: none"> <li>Arrangements for overseas students to be able to stay at Gordon's for the Exeat weekends, rather than travel to guardians, is currently under discussion and will be confirmed shortly</li> <li>(This is unlikely to be available for the October half-term holiday, unless a student is self-isolating as a result of a positive test).</li> </ul>
3	How will the residential Houses be affected by COVID-19 and social distancing issues?	<ul style="list-style-type: none"> <li>Houses can be classed as a household and there is no limit on the number of boarders in a residence. Students do not need to be socially distanced in their House at all times, although we will take sensible precautions and educate students in being prudent in the way that they spend time with one another in the House.</li> <li>Precautions will include ensuring students keep a sensible distance from one another in communal spaces to ensure that students can still socialise and do so safely.</li> </ul>
4	What happens if there is a confirmed case of Covid-19 in the House?	<ul style="list-style-type: none"> <li>All members of the House, students and staff, will be required to isolate in the House for 14 days</li> <li>If a Day Boarder reports that they feel unwell at any time during the school day, normal practices will be followed in line with Public Health England. The student will report to the School Office and may have some time out in House before returning to lessons, or parents will be called to come and collect their child. If any of the known symptoms of Covid-19 are reported, then the child must be collected by parents and they will be isolated in school until they leave. We will not take a temperature reading or conduct a Covid 19 test. Parents can decide whether or not to have their child tested for Covid-19. Day Boarders with medical care plans will be seen at the Medical Centre in the usual way. If a Day Boarder tests positive, the local health protection team will be contacted and will advise on who else should quarantine or be tested according to their guidelines.</li> </ul>



		<ul style="list-style-type: none"> <li>If a Residential Boarder presents with symptoms of Covid-19, the School will arrange for a test and all students within the relevant 'household group' within the Boarding House will start a period of quarantine in the House until the results of the test are known. If negative, everyone returns to normal routine; if positive then the identified student must isolate for a minimum of 10 days while everyone else within the household group will quarantine for 14 days. The local health protection team will be informed and will advise on further intervention. Residential Boarders may return home for their period of isolation or quarantine.</li> </ul>
5	Can Residential Boarders leave site?	<ul style="list-style-type: none"> <li>Sixth form students may leave site during the school day to walk to the local shops. Social distancing and use of masks is mandatory.</li> <li>Key Stage 4 students may walk to the local shops between 5.00pm and 6.00pm on Fridays, and again, social distancing and use of masks is mandatory.</li> <li>At weekends, Residential Boarders may only leave site when supervised by a member of staff. If a student wishes to leave site without direct supervision, stringent checks must be made by House staff to ensure that all government guidance on social distancing, gatherings and mixing households is in place and can be reasonably assured. This will only be allowed once both House Parents and parents and are in agreement. The School reserves the right to over-rule a parent's decision on this matter if a risk to other students or staff is identified.</li> </ul>
<b>CURRICULUM</b>		
1	<p>What if the School has to shut due to a second wave of COVID-19?</p> <p>What education will my child receive in self-isolation / quarantine?</p>	<ul style="list-style-type: none"> <li>We would revert to online learning. All teachers have now been issued with a tablet PC and we have trained all teachers in the use of Microsoft Teams and Zoom.</li> <li>If, for any reason, remote learning is required, it will be more interactive than the Summer Term programme. We expect the vast majority of lessons will feature both live teaching and an opportunity for students to work through tasks under teacher supervision.</li> <li>Should any more local lockdown scenarios occur, we will make use of online and/or school based teaching as allowed by the relevant lockdown regulations. Whatever the circumstances, we will ensure teaching and learning is delivered to the highest possible standard.</li> </ul>
2	Will there be any changes to the Curriculum in September?	<ul style="list-style-type: none"> <li>It is our intention to run a full curriculum from September with all subjects, activities and sports being taught, although some activities may need to be adapted to comply with Government guidelines.</li> <li>Prep will operate as normal.</li> </ul>

3	What are Gordon's plans for students to catch up?	<ul style="list-style-type: none"> <li>As part of the 'Return Curriculum', the school plans to conduct baseline assessment in September and more details will follow in the first week of term.</li> <li>Further academic support will be planned throughout the year once assessments have been carried out and details will be provided later in September.</li> <li>The Pastoral leadership team will provide support to students with aspects of mental health and their transition back into school. The Houses will also support students throughout this period and will be a 'first port of call' for any student experiencing difficulties.</li> </ul>
4	What are the school's plans to make The National Tutoring Programme available to students?	<ul style="list-style-type: none"> <li>More information will be provided in September</li> </ul>
5	What the Catch-up Premium How does the school's plan to spend funding received from the Catch-Up Premium?	<ul style="list-style-type: none"> <li>More information will be provided in September</li> </ul>
6	Will there still be Parents Information Evenings?	<ul style="list-style-type: none"> <li>These will be recorded and links sent home on the appropriate day.</li> </ul>
<b>CO-CURRICULAR</b>		
1	Will there be a co-curricular programme? Will Music and Drama be able to continue as normal?	<ul style="list-style-type: none"> <li>We are expecting to offer the usual range of activities, working within relevant guidelines and mindful of health and safety provision.</li> </ul>
2	What will the sporting provision be?	<ul style="list-style-type: none"> <li>We are providing all students with a full and rewarding sporting experience, enhanced after the October half-term when the new Sports Hall and 3G should be available for use. Any sport that we put into the programme will be guided by the DfE and national governing body guidelines which are updated regularly.</li> <li>We await advice from the relevant National Governing Bodies regarding a date to start competitive fixtures, and we are hoping to see the majority of sports playing fixtures by October.</li> </ul>

3	How is the school going to deal with year groups during Period 7?	<ul style="list-style-type: none"> <li>Students will form new bubbles for their P7 activities when these are made up of students from different year groups. This will still allow effective track and trace in the event of a positive case.</li> </ul>
4	What is the plan for Saturday school?	<ul style="list-style-type: none"> <li>Students will be training for the forthcoming competitive sports fixtures. A series of masterclasses delivered by guest coaches will enhance this preparation and our teams should be extremely well-prepared for the first matches later in the term. More information will follow as it is released.</li> </ul>
5	Is the Fitness Suite open?	<ul style="list-style-type: none"> <li>The Fitness Suite will be closed for general use until further notice. This will be reviewed every three weeks.</li> <li>The Suite will be available for identified students in teams during Period 7 on the normal rotation.</li> <li>The Suite will be available to sports scholars on a timetabled rotation.</li> <li>Residential Boarders will be able to use the Suite one evening per week by House rotation, with priority going to the older years.</li> </ul>
6	Will there be any off-site school trips during the Autumn Term?	<ul style="list-style-type: none"> <li>Where possible, trips (non-residential only) will be considered on an individual basis, depending on their purpose and management of risk. There will not be any residential trips (where students stay away overnight) until further notice.</li> <li>The December ski trip has been cancelled.</li> </ul>

Special note on the safe use face coverings, based on Government guidance:

- The wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use.
- Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- Continue to practise social distancing wherever possible and maintain personal hygiene.
- If your son/daughter is intending on wearing a face covering in school, please ensure that they know how to put on, remove, store and dispose of it safely.

END