

Dear Parents

The Mall School has been open for boys in Reception, Year 1 and Year 6 (and the children of keyworkers) since Monday 1 June. From Monday 22 June the school will open for other year groups on a rota basis. This document will hopefully answer many of the questions you may have but should also be read in conjunction with our risk assessment which can be found on the school's website.

How will my son get to school?

Please walk, cycle or travel by car as our minibus service will not be running and the government is encouraging people to avoid using public transport. Boys in Year 6 may walk or cycle to school unaccompanied or be brought to school by an adult. Please inform the school if your son will be making his own way to and from school
welfare@themallschool.org.uk

What does my son need to bring with him to school?

- Wear normal home clothes not school uniform. No football shirts and he will need to wear trainers.
- A named reusable water bottle which he will be able to fill this up during the day. This should be taken home and cleaned at the end of each day.
- The workbooks and other printed materials which the school has sent home for his timetabled activities. These will remain in school.
- A reading book which will remain in school.

The school will provide a laptop (where required) and pens, pencils and other items of stationery.

Boys will be provided with a morning snack and lunch consisting of a selection of hot and cold meals. Parents will be able to select meals online. There will be a charge of £3.00 per day for this service.

What are the drop off arrangements?

Reception to Year 4 boys must be accompanied by one parent or guardian only. Enter the school by the main gates (not the pedestrian gates) and follow the one-way system to the drop off point by the theatre lobby. Boys will then be collected by a member of staff and shown where to go.

Please use the guidelines on the ground to maintain social distancing from other boys and parents. Parents are asked not to gather outside the school gates.

Parents of Year 5 and 6 boys must leave their sons at the main gates.

Boys will be asked to wash their hands before going to their main teaching room.

What time should my son come to school?

Year 4, 5 and 6 from 8.10 to 8.25

Year 1 to Year 3 from 8.40 to 8.50

Reception from 8.50 to 9.00

Where will my son be taught?

Reception boys are taught in the art room (which is normally used for the breakfast and after school clubs). They will be taught altogether with one teacher and a teaching assistant. Miss Emmanuel will be teaching online for part of the day and setting activities for the boys to complete.

Year 1 to 3 boys will be taught in separate classrooms in the Waterfield building in groups of no more than nine with a teacher or teaching assistant. The Year 1 to 3 teachers will organise the boys into groups.

Years 4 and 5 will be taught in the library (4M/5M), theatre (4C/5B) or large science lab (4L/5L).

Year 6 boys will be taught in separate classrooms in the Ellis building in groups of no more than nine with a teacher or teaching assistant. The Year 6 teachers will organise the boys into groups.

Boys will remain in their groups throughout the week. There will be staggered drop off, break, lunch and collection times.

What activities will my son be doing in school?

In the morning your son will be following the online activities set for him by his teachers. There will be a teacher or teaching assistant with each class who will be able to help him if he has any problems. Boys will be supplied with their own pens, pencils, rulers, scissors etc so they do not need to share or bring in anything from home.

In the afternoon there will be some onsite music, drama, physical education and art/design activities. Boys will have access to their own equipment which will not be shared.

Music and drama will be taught by a separate member of staff in the theatre where there will be a maximum of one group of boys. Physical education will be taught by a separate teacher in the large playground with a maximum of sixteen boys (groups will not be allowed to mix). If it is wet, we will use the sports hall with a maximum of eight boys. Art and design will be taught in their group teaching space.

Reception to Year 3 boys will have supervised breaks in the morning, lunchtime and afternoon. Years 4 to 6 boys will have supervised breaks in the morning and lunchtime. These will be staggered so there are no more than sixteen boys on either playground. Boys from different groups will not be allowed to mix.

There is no breakfast club or after school activities.

What if my son remains at home?

The school will continue to provide online activities for all year groups.

What are the collection arrangements?

There will be staggered collection times for boys. Only one adult to collect each boy. Enter by the double gates and wait by the theatre lobby where your son will be handed over to you. Parents are asked to maintain social distancing when collecting their sons.

Year 6 boys should be collected from the theatre lobby by an adult unless they are making their own way home.

What time must I collect my son?

Reception boys must be collected from 2.50 to 3.00.

Year 1 boys must be collected from 3.00 to 3.10.

Year 2 and 3 boys must be collected 3.30 to 3.40.

Years 4 to 6 boys must be collected from 4.00 to 4.10.

What should I do if I need to contact the school?

Email welfare@themallschool.org.uk or phone 020 8977 2523.

What if I need to speak to a teacher?

Please email the teacher and she or he will arrange to speak with you either by phone or video conference. There will be no on-site face to face meetings.

What safety measures are you putting in place for boys and staff?

Children, parents, carers, staff or any visitors must not come to school if they are displaying any symptoms of coronavirus. We will check a boy's temperature when arrives and if he has a fever we will ask a parent to take him home.

A deep clean of the site before June 22nd has been organised. There will be increased cleaning of surfaces in classrooms, including desks and handles, and within the toilets, adhering to government guidance on cleaning of non-healthcare settings (see Appendix 1).

Teaching spaces have been reconfigured to maximise the space between boys and staff.

Hard to clean items such as soft furnishings have been removed.

All staff and boys will be reminded regularly about washing their hands with soap and water for 20 seconds, and especially before and after they eat, after they have been to the toilet and before and after break and lunch times. Reception to Year 3 boys will be supervised when they are washing their hands to check they are doing so correctly. The Year 4 to 6 boys will be reminded about how to wash their hands before they go to the toilet and before and after they eat.

Boys will be reminded of the 'catch it, bin it, kill it' technique when using a tissue to cough or sneeze, and using bins for tissue waste. They will be reminded regularly about not touching their face.

All classrooms contain boxes of tissues and hand sanitiser. The teaching rooms for boys in Reception to Year 3 have wash basins.

As far as possible, boys and staff will be spaced apart at all times including:

- sitting boys at desks that are far apart
- keeping apart when in the playground or doing any physical exercise
- visiting the toilet one after the other
- staggering break and lunch times
- putting guidelines on the floor in corridors
- avoiding unnecessary staff gatherings

Boys and staff will be reminded about the importance of social distancing. However, the school recognises social distancing with very young children will be harder to maintain. Staff will implement these measures as far as they are able, while ensuring children are kept safe and well cared for within the school.

What does social distancing involve for Reception to Year 3?

We recognise that social distancing for boys in these year groups will be much harder to maintain. We will endeavour to implement the recommended measures as far as we are able, while ensuring children are kept safe and well cared for.

As far as possible, we will be seeking to prevent the sharing of food, drink, utensils, equipment and toys. Equipment, toys and surfaces will be cleaned and disinfected more frequently.

How will my son be expected to behave?

Boys will still be expected to behave in a manner which reflects well on them and to maintain the standards of behaviour we expect of Mallians. On the first day in school we will be explaining the new processes we have put in place:

- following the altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas and queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- telling an adult if they are experiencing symptoms of coronavirus
- rules about not sharing any equipment or other items including drinking bottles
- amended expectations about breaks or play times, including where children may or may not play
- use of toilets
- clear rules about coughing or spitting

Teachers will reinforce these expectations with all boys on the first day in school.

How will you manage my son's wellbeing and mental health?

The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, school staff will need to consider how to support:

- individual children who have found the long period at home hard to manage
- those who have developed anxieties related to the virus
- those about whom there are safeguarding concerns
- those who may make safeguarding disclosures once they are back in schools

Some children may also have experienced bereavements in their immediate family or wider circle of friends or family.

All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. To help identify those boys at risk the school will be carrying out an on-line well-being and mental health survey for parents to complete before their sons return to school. The information gathered from this survey will be shared with staff in order to support the boys.

Staff will want to provide:

- opportunities for children to talk about their experiences of the past few weeks
- opportunities for one-to-one conversations with trusted adults where this may be supportive
- some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe
- pastoral activity, such as positive opportunities to renew and develop friendships and peer groups
- other enriching developmental activities

If safeguarding issues come to light, they will be addressed using the school's safeguarding policy.

Do schools need personal protective equipment (PPE)?

The advice from the government is that pupils and staff do not require personal protective equipment. This is needed by medical and care professionals providing specific close contact care, or procedures that create airborne risk, such as suctioning and physiotherapy, for anyone who has coronavirus (COVID-19) and is displaying symptoms.

If you are not providing this care to someone with the virus, and displaying symptoms, PPE is not needed. Asymptomatic people (people with the virus but not displaying symptoms) have a reduced viral load and so risk of transmission is considerably reduced.

The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air.

They quickly fall on floors or surfaces. The advice for schools is to follow steps on social distancing, handwashing and other hygiene measures, and cleaning of surfaces.

Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.

Why is handwashing advised over hand sanitiser?

Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

How often should staff and boys be washing their hands during the day?

Staff, children, young people and families should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, after visiting the toilet and after sneezing or coughing.

Staff will supervise young boys to ensure they wash their hands for 20 seconds with soap and water and catch coughs and sneezes in tissues.

What if a boy or member of staff becomes unwell with coronavirus (COVID-19) symptoms during the day?

The government has issued advice on what to do in schools if someone becomes unwell (see Appendix 2).

Appendix 1: Guidance on cleaning of non-healthcare settings

Wherever possible, cleaners will wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours before being thrown away in the regular rubbish after cleaning is finished

Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. Settings should clean and disinfect equipment, toys and surfaces more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches and bannisters.

Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

Should be put in a plastic rubbish bag and tied when full.

The plastic bag should then be placed in a second bin bag and tied.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.

Appendix 2: What happens if someone becomes unwell at school?

If anyone becomes unwell with a new, continuous cough or a high temperature in school, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a boy is awaiting collection, he will be moved to a separate room where he can be isolated behind a closed door, with a window open for ventilation and supervised by an adult.

If he needs to go to the bathroom while waiting to be collected, he will use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while he awaits collection.

In an emergency, we will call 999 if he is seriously ill or injured or his life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus in a setting?

When a boy or member of staff develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and boys who are attending a school will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the boy or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.

Where the boy or staff member tests positive, the rest of their class or group within the school will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the boy or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the school, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure.