

2020

COVID- 19

guidance for day girls



I hope that all is well with your family.

We are so excited to welcome your daughter to Heathfield in September. We know that this is a big step for you both and I can assure you that we have done, and will continue to do all we can to assist you, and your daughter to make the transition to Heathfield. Please do ask us for anything that you are not sure about or would like more information on. This is a big life event for you, your daughter and your family and we are here to help.

Preparations are well underway to ensure we will continue to provide our usual outstanding standard of care to our girls, and to make their return or transition to our community as seamless as possible. We know many of them are eager to reconnect with their Heathfield friends or to join us for their first year at Heathfield.

Understandably, given the current global circumstances many families have questions about our planning and how we will support your daughter's arrival at Heathfield. In order to help you understand the measures we are putting in place, we have produced this information brochure which we hope gives you further insight and reassurance.

This preliminary planning is based on the current guidance from the UK Government as at 15 June. We expect further updates in the weeks to come and will continue to adapt our provision at Heathfield to ensure you and our pupils enjoy the best possible experience when the new term begins.

We are very mindful that there is much uncertainty in these current times but please rest assured we are here to support you throughout this period, and our main priority is to keep our pupils' wellbeing at the heart of all of our decision making and contingency planning at this time. As we receive updates, we will relay these to you in the coming weeks.

Meanwhile, if you have any further questions, please do contact Head of Admissions, Mrs Isabel Hutchings at ihutchings@heathfieldschool.net or Mrs Rachel Whitton, Director of Pastoral and Boarding rwhitton@heathfieldschool.net and we will get back to you as soon as possible.

Wishing you and your family an enjoyable summer and we look forward to seeing you at Heathfield in September.



Mrs Marina Gardiner Legge MA Oxon, PGCE
Headmistress

Dear Parents

The start of Michaelmas Term 2020

Arriving at Heathfield

In order to minimise unnecessary contact, and to allow time for temperature checking and other sanitation measures, we are arranging for staggered arrival times for all year groups. The arrival times accommodate the various induction programmes and settling in period for all pupils.

Monday 7 September

10am	Form I Day girls	Pick up - 4.00pm
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Tuesday 8 September

8am	Form IV – UVI Day girls	Pick up - 4.00pm
9am	Form I Day girls	Pick up - 4.00pm
10am	Form III Day girls	Pick up - 4.00pm
11am	Form II Day girls	Pick up - 4.00pm
1pm	Pupil training on Social distancing	

Wednesday 9 September

7.45am	Lessons begin for all year groups and all Day girls	Pick up - 4.00pm
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We hope to be running after school clubs, activities and sport, subject to government guidelines.

School Bus

We are currently looking at the options for making our school bus travel Covid-19 safe and will advise accordingly.

Dropping off

As soon as we have Government guidelines for September, we will be in touch regarding the exact arrangements for arriving and dropping off your daughter at Heathfield. However, we do know that on arrival, girls will be temperature checked and parents will need to wait while their daughter’s temperature is taken.

There will be a one metre social distancing area marked along the way to the Day Girl Co-ordinator’s office. Pupils will enter the office, wash their hands and have their temperature checked. If no medical markers are identified they can continue to their bubble bases. Should they meet any of the medical markers for COVID-19 they will be asked to return home. We understand this may be difficult for some families but trust that you will understand our reasoning so that we can safeguard the health of the school community. If you have daughters in different year groups, please drop both girls off together at the time of your youngest’s drop off time.

Delays in returning to School

If students are unable to return at their appointed time, please get in touch as soon as possible before the start of School. Please call Su Crafer, Day Girl Co-ordinator on 07715 085302 or 01344 898337 or email your Head of House.



Health and Hygiene

We are fortunate to have a very experienced 24 hour fully staffed surgery on site. All staff understand the symptoms of COVID-19 and they understand the process to be followed in accordance with Department of Education and Public Health England guidance.

Should a pupil display any of the medical markers for COVID-19 she will be isolated in the Surgery to minimise risk to other members of the school and boarding community and parents will be contacted to come and collect their daughter. We understand this may not be immediately and we will make sure your daughter is cared for until your arrival.

In the event of a student or staff member testing positive for COVID-19, we will isolate the individual immediately and establish a track and trace system to ensure that any relevant pupils and staff are isolated quickly. We will follow the guidelines of Public Health England and the School's risk assessment.

In this case, Government guidelines state: *As part of the national test and trace programme (and by being informed by parents), if cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.*

At this time, we will not conduct any off-site academic visits to cities or more densely populated areas to minimise the risks associated with these areas. However, we will optimise the use of our large site and the proximity of suitable local amenities.

In addition, cleaning of high frequency areas will be conducted regularly throughout the day and there will be in depth cleaning of all areas, including classrooms and boarding houses, every day. The UK Government currently does not require pupils or staff to wear face masks, however, pupils will be permitted to wear face masks if they wish to do so. We have also put additional measures in place including:

- Daily temperature checks for all pupils and staff.
- Additional handwashing and sanitising facilities.

- Pupils will be allocated to social bubbles. These bubbles will permit a relaxation on social distancing rules as they are technically classified as households.
- Regular reminders of the importance of thorough handwashing.
- The one-way corridor systems will be adhered to in order to minimise congregation times.
- Before the start of term, after a deep clean throughout the school, key areas will also be fogged.
- Pupils and staff can choose to wear masks.
- Additional rooms will be allocated to provide an extension of the Surgery to allow for isolation of students if any were to become unwell/show symptoms.
- Surgery will receive ongoing training regarding COVID-19 which will be disseminated to other staff as necessary.
- The number of Surgery personnel will be monitored as required.
- Enhanced cleaning regimes for whole school. Surfaces that are touched frequently such as desks, chairs, doors, sinks, toilets, light switches etc will be cleaned more regularly than normal.
- Lidded bins for tissues which will be emptied throughout the day.
- Where possible, spaces are to be well ventilated.
- Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and to aid ventilation.
- All staff and pupils will clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing will use a tissue or elbow to cough or sneeze into and use bins for tissue waste ('catch it, bin it, kill it.')

Welcome Receptions

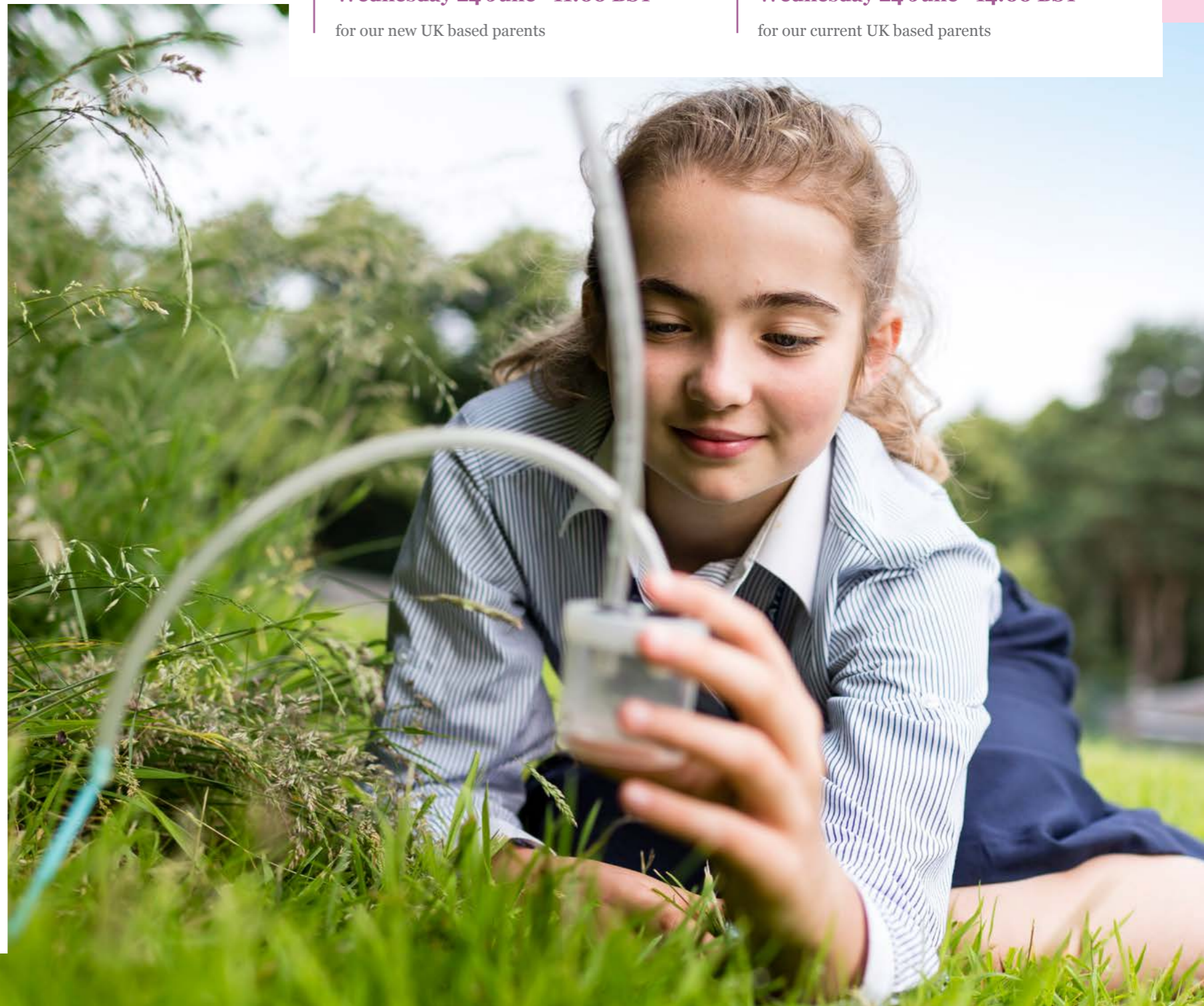
Given the current climate, we will unfortunately not be hosting our traditional welcome receptions or new joiners events this year. However, we are hosting a Zoom webinar on Wednesday 24 June to inform you further of our plans and to take any questions you may have. This will be with the Head and other key members of staff.

Wednesday 24 June - 11:00 BST

for our new UK based parents

Wednesday 24 June - 14:00 BST

for our current UK based parents



School Life

Heathfield’s practice of small classes means we can more easily than other schools satisfy the Government requirement for classes to have 15 or fewer pupils. We are following the UK government guidance regarding social distancing and provisions in school settings, and this does mean that class sizes, activities, meals and many other typical activities may look a little different at first. We would like to reassure you all that our community ethos will remain the same and the wellbeing of your daughter will be of paramount importance.

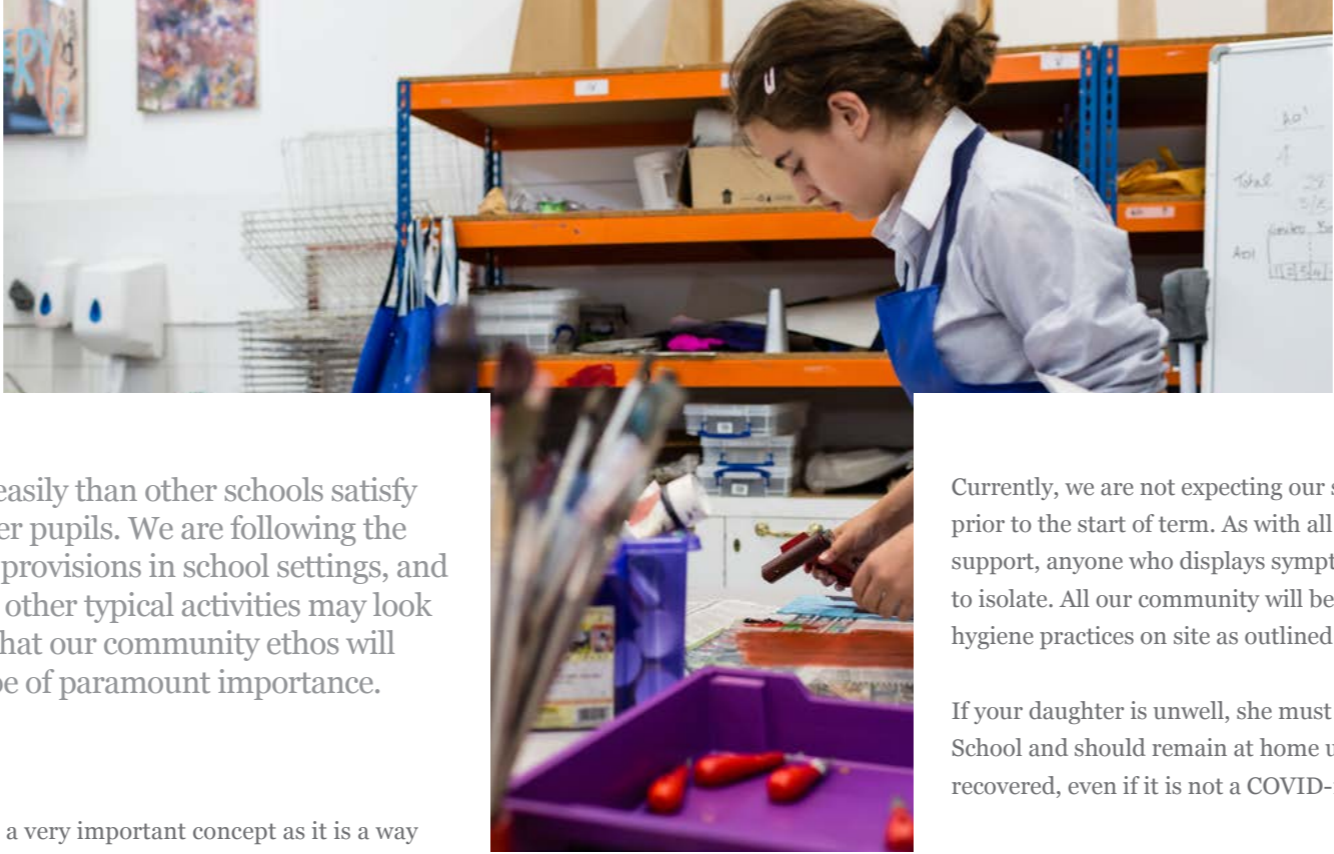
We will be utilising “social bubbles” across the school to encourage the best working practice in the classroom and an opportunity for some physical and social interaction of the pupils.

A social bubble is a group of pupils who will be taught together and therefore all agree that they will socially distance with those outside of their bubble. People in the bubble can interact with each other without anti-virus precautions (like masks or distancing) but have to use social distancing with everybody else. Each designated group will have their breaks together, move around the school together and have lessons as one cohort.

The bubble is a very important concept as it is a way to maintain a level of normalcy and yet protect against the virus.

Shared areas such as the common rooms will be closed. We will reopen these when we feel it is safe and appropriate to do so. Staff will be on duty during the free times during the day to monitor the girls’ interactions and ensure that they are respecting the social distance guidelines.

Whilst day girls and boarders will still be taught together in their bubbles, initially, day girls will not be allowed to visit the upstairs living areas.



Currently, we are not expecting our staff to be tested prior to the start of term. As with all staff, teaching and support, anyone who displays symptoms will be asked to isolate. All our community will be following good hygiene practices on site as outlined earlier.

If your daughter is unwell, she must not return to School and should remain at home until she is fully recovered, even if it is not a COVID-19 related illness.

Catering and meal provision

Heathfield’s catering team already follow strict health and safety regulations. Our dishwashers use high temperatures that kill all germs so there is no need to use disposable cutlery or plates.

There will be a reduced meal service to limit pupil interaction; condiments will not be self-serve, and there will be no shared use of utensils.

Snacks at break and after school will be pre-packaged or served by catering staff.

Your daughter will be eating with her friends in her ‘social bubble.’ Mealtimes will be staggered to reduce

the number of students eating at the same time, with social distancing between ‘social bubbles’ in place as far as possible with queuing and eating.

Pupils will be expected to carry a named water bottle at all times to drink from. Drinking fountains will only be available for the refilling of bottles.

** Please note that all decisions are subject to guidance from the UK government and may be updated or changed at any time. We will contact you when any changes occur. **

Risk Assessments

We have conducted thorough risk assessments for the return of our pupils to the school and we are constantly monitoring Government guidance and update our risk assessments accordingly. Heathfield is a member of the British Boarding Schools’ Association and the Girls’ School Association and we are attending regular virtual meetings and receiving daily updates informing us of best practice for the safe running of schools and boarding facilities at this time.



Contact Information

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Please do get in touch with us here at Heathfield if you have any questions at all. We would be very pleased to speak to you.

Phone: +44 (0)1344 898319

Rachel Whitton

(Director of Pastoral & Boarding, DSL & Wellbeing Lead)

rwhitton@heathfieldschool.net



Phone: +44 (0)1344 898343

Isabel Hutchings

(Head of Admissions)

ihutchings@heathfieldschool.net





COVID-SAFE Charter CS Charter

The BSA has recently announced its COVID-SAFE Charter. This is a voluntary code to which schools can adhere and aims to give confidence to everyone that the School is following all appropriate measures to ensure that boarding is a safe environment for pupils. Heathfield is pleased to advise parents, pupils, guardians and agents that the School has adopted the Charter. The Charter is aligned with the School's own advanced plans for the reopening of our School, which goes beyond statutory requirements. Further information on the Charter is available on our website.

Working with Government Partners

From the outset Heathfield has been working closely with the UK Government and industry partners to ensure a quick and safe response to guidelines and will continue to do so whilst we prepare to re-open.



Department
for Education



Public Health
England



BOARDING
SCHOOLS'
ASSOCIATION



Girls'
Schools
Association



Heathfield School
Ascot

Heathfield School

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