



Ellesmere

Co-ed 7-18 Day and Boarding



Ellesmere College September 2020

Provisional arrangements for start of term procedures in September

bsa BOARDING
SCHOOLS'
ASSOCIATION



Guidance current to 29th June 2020

A letter from the Headmaster



Dear Parents/Guardians,

I trust that you and your family are safe and well at these most unusual of times.

We all wish to return to full College operation as swiftly as possible but recognise this will not happen before September and that much work is required between now and then to ensure the College operates effectively and as safely as possible.

We find ourselves presented with a unique set of challenges, for how we work, how we live and how we interact; it will not be done alone but by everyone working together and following the guidance set by National Governments and Health Bodies.

Never has a more important ethos than "Life Ready" be applied to this moment. It has been incredibly inspiring to see how the Ellesmere community - pupils, parents and staff - have responded to the pandemic, and how pragmatic the pupils have been in establishing a new norm in order to make the progress they seek and desire.

We are committed to the focus on the all-round education and that is what we will aim to continue with when we start back as a whole school from September, depending on the situation at the time and recommended advice and guidance.

It is important to highlight that the measures we are following in terms of the Covid-19 pandemic are part of the normal procedures and standards that are already in place at the College. The document that follows highlights how we will implement this.

The measures described in this document are not exhaustive and we continue to follow UK government and NHS advice at every step. Further details of arrangements for Sport, Music, Drama and daily routine (e.g. lunch) will follow in due course once full government guidance has been received.

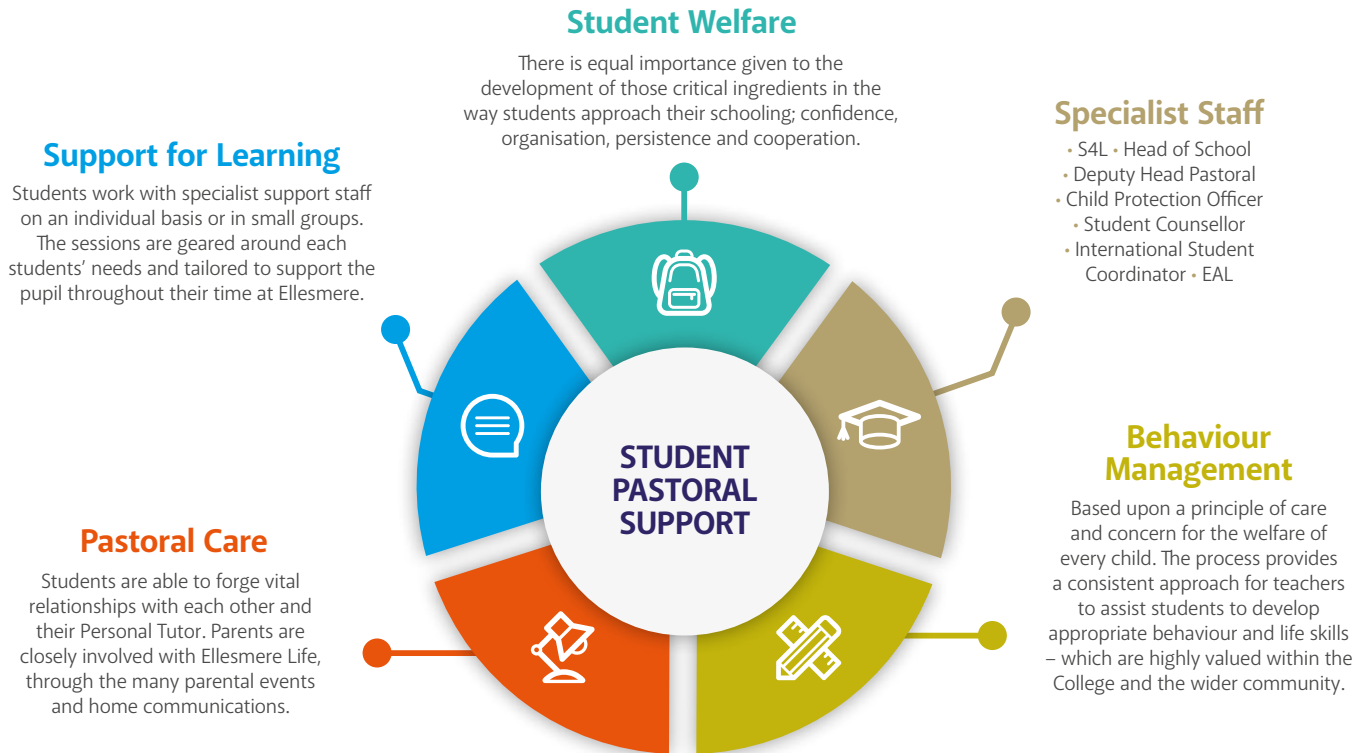
A handwritten signature in cursive script, reading "B Wignall".

Brendan Wignall
Headmaster

29th June 2020

The Ellesmere Approach

The community is built around the ethos of pastoral support and excellent mechanisms for ongoing pupil monitoring throughout each academic year.



Five Aspects for Safe Return

We are committed to following five key aspects for the safe return and running of the school for all pupils, staff and visitors. (This follows the guidance of the BSA Covid Safe Charter)





Five Aspects for Safe Return

The detail and planning for each of these identified areas is as follows:



Prior to reopening the school

- ✓ Conduct all necessary cleaning of school indoor environments, including classrooms, bedrooms, kitchens and bathrooms.
- ✓ Decide on any regular testing procedures and advise pupils and parents accordingly. Support Covid-19 testing wherever possible.
- ✓ Evaluate and adapt any medical procedures to ensure compliance with the recommendations of public health bodies.
- ✓ Ensure that staff do not work (or have contact with pupils) if they have symptoms, have tested positive or have been in contact (within the last 14 days) with anyone who has.
- ✓ Provide a suitable isolation area to care for pupils who show symptoms and/or test positive.
- ✓ Train staff in the safe management of boarding houses under new guidance and school procedures and in Covid-19 nursing for appropriate staff.
- ✓ Advise parents, guardians and agents of the school's policies on contact sports, trips and external matches, school assemblies and the provision of boarding during exeats and October half-term holiday.



Before departure from home (Boarding Pupils)

- ✓ Contact each pupil and their family, through their guardian if appropriate, to explain arrangements and answer any questions.
- ✓ Provide written information on arrival procedures, including restrictions on parents entering the buildings.
- ✓ For international pupils, confirm the arrangements for collecting the pupil from the point of arrival in the country, transport to school and quarantine procedures.
- ✓ Provide each international pupil and parent with a letter on school-headed paper confirming those arrangements in line with sponsor requirements.
- ✓ For international pupils, confirm the arrangements for collecting the pupil from the point of arrival in the country, transport to school and how any required quarantine procedures will be undertaken. Although some schools will wish to take charge of quarantine procedures themselves, other arrangements as agreed with parents, pupils and guardians are acceptable, as long as they comply with the relevant immigration guidance for the country concerned.



For International Pupils upon arrival in the country

- ✓ Ensure the pupil is met by a named person, which could be a guardian, who is aware of, and follows, appropriate social distancing guidance.
- ✓ Ensure that the named person wears a face covering at all times when in proximity to the student in enclosed areas, especially in vehicles unless screens are provided.
- ✓ Ensure that the journey to school is direct, that the vehicle contains sanitiser and suitable wipes, and that any required toilet stops are conducted in accordance with relevant safety guidelines.
- ✓ Depending on the length of journey, provide the student with suitable food and drink and ensure that packets, bottles and containers are sanitised before use.



For all pupils on arrival at the school

- ✓ Ensure all changes to routines and all new safety arrangements, which have been previously notified in writing, are fully explained to pupils, with full induction for any pupils new to the school.
- ✓ Encourage the pupil to contact home shortly after arrival.
- ✓ Explain the new fire evacuation procedures and conduct a drill soon after arrival.
- ✓ Ensure the pupil has an opportunity to discuss their fears, worries and concerns with a trusted adult.



For the whole community at school

- ✓ Require appropriate social distancing in all areas of school.
- ✓ Guarantee availability of soap and disposable paper towels in all washing areas.
- ✓ Require regular hand washing by pupils and staff.
- ✓ Provide hand sanitiser¹ stations at key points in the house and around the campus.
- ✓ Provide pupils and staff with the opportunity to raise any concerns.
- ✓ Ensure laundry procedures are clear and safe for staff and pupils.
- ✓ Ensure appropriate PPE for any staff performing roles which will require it.²
- ✓ Implement enhanced daily cleaning procedures in the boarding houses and school and ensure all relevant staff have appropriate PPE.
- ✓ Allow pupils and staff to wear masks or face coverings (other than for activities where this is not advised).³
- ✓ Display clear notices explaining new procedures.
- ✓ Ensure safe occupancy levels of all facilities and areas, including classrooms, dining rooms, bedrooms and bathrooms.
- ✓ Explain clearly any measures required when pupils are allowed to leave site.
- ✓ Ensure equipment is not shared between pupils, other than when appropriate cleaning has taken place.
- ✓ Allocate appropriate recreation areas (inside and outside) for use by designated boarders and ensure they are aware of any new procedures and safe occupancy levels.
- ✓ Where possible, conduct regular temperature checks of pupils, staff and visitors.
- ✓ Be very clear that any bullying related to the pandemic will not be tolerated.

1. Schools are advised to follow public health advice on the suitability and chemical properties of such products

2. Schools must take care to ensure the equipment is suitable for the tasks concerned and that staff have been trained in safe use

3. Use of face coverings should be risk-assessed if pupils are undertaking any strenuous activity



General Guidance

- ✓ Prior to the start of the autumn term all newly-arrived international students will be able to be quarantined, if required in school for the required period (this based on up to date Government advice and guidance). We will supply full details of these arrangements directly to those concerned once it has been confirmed that quarantining is required.
- ✓ The school will remain open during Exeat weekends as normal and will be open in October Half Term if deemed necessary and in line with government recommendations.
- ✓ Should there be a second wave of COVID-19 in the UK, the school will do all it reasonably can to keep its boarding houses open so all boarders can safely remain and we encourage all boarding pupils to stay at school during this time to reduce travel and minimise any risk of transmission.
- ✓ We need to be confident that we can test, track and trace pupils who have been infected with Covid-19 and we are in discussion with Health Providers and affiliated services about how best to deliver this. Those with symptoms will be cared for by the school nursing team and tests will be carried out as per Government Guidance.
- ✓ All of our nurses are NMC registered and meet the highest standards expected of health professionals.
- ✓ Thorough cleaning takes place every day and we will continue to monitor and enhance the provision for all public areas.
- ✓ We will put in place staggered meal times to ensure appropriate social distancing measures.
- ✓ It is important to stress that Bullying is not tolerated at Ellesmere and any incident are dealt with quickly and in accordance with the College bullying policy. These policies have been reviewed and take into account the range of situations that may arise as a direct or indirect result of Covid-19.
- ✓ If travel restrictions, due to flight delays or visa issues, mean that your child arrives after the start of term, s/he will be able to follow the curriculum online until s/he is able to travel and then, if guidelines allow, be welcomed into a caring quarantine arrangement at any stage of the Michaelmas term.
- ✓ We hope in the plans that we have adopted and put in place that we are able to reassure and address any concerns of the pupils, parents and the wider community. We will continue to communicate with the parental body between now and September and continue to follow Government advice and stated guidance.
- ✓ We have a dedicated Health/Medical Centre on campus suitable for quarantining anybody showing symptoms of Covid-19. Medical staff will be available 24 hours a day and our own school doctors visiting the College regularly during each week.

Map & Cases

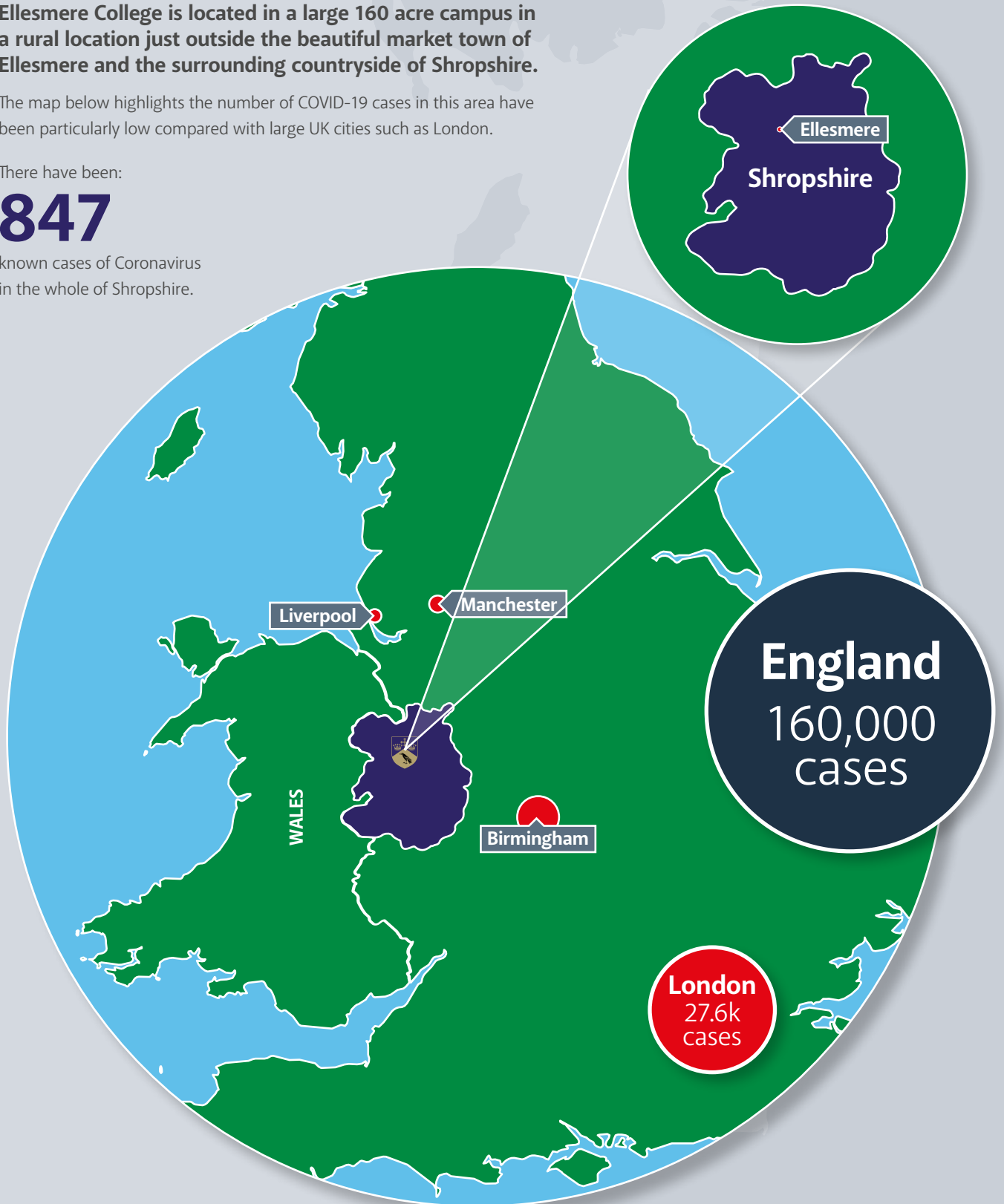
Ellesmere College is located in a large 160 acre campus in a rural location just outside the beautiful market town of Ellesmere and the surrounding countryside of Shropshire.

The map below highlights the number of COVID-19 cases in this area have been particularly low compared with large UK cities such as London.

There have been:

847

known cases of Coronavirus in the whole of Shropshire.



Frequently Asked Questions

Q. Can my child wear a facemask in school if s/he wants to?

A. Yes, they can wear a mask if they want to, and we anticipate that many pupils will choose to do so.

Q. If the UK Government requires my child to enter a two-week quarantine on arrival in the UK, will you open the boarding houses in the middle of August to allow for this?

A. This is dependent on the Government guidelines, but we are planning to provide boarding accommodation from Friday 21st August for pupils to complete their two-week quarantine, to enable pupils to travel early to the UK to be ready for lessons at the start of our new academic term.

Q. What if my child feels unwell during the day or night?

A. If your child is unwell they will be able to visit the on-site Medical Centre straight away during the day, and they will be able to make any additional appointments with a doctor or the hospital if needed. A member of the Medical/Boarding House team would accompany your child to the hospital should a visit be necessary. At night, each boarding house will have its own 'on call' member of staff to deal with any emergencies and the Medical Centre is staffed 24 hours a day.

Q. What if my child is unable to travel home over the October half term?

A. There are two options:

1. S/he may apply to stay in school, however we cannot guarantee that this will be in his/her current bedroom, as it will depend on the numbers of pupils wishing to do the same, and there will be an additional cost for this.
2. S/he can stay with her Guardian or a host family.

Q. Where is the nearest hospital?

A. There are two major hospitals within a 30 minute drive from the College - Royal Shrewsbury Hospital and the Wrexham Maelor Hospital.

Q. Who can my child talk to if they are worried?

A. We recognise that good mental health is essential for pupils to thrive in school; in the Medical Centre, we encourage pupils to come and have a talk with us. We understand that everyday life can be very stressful and daunting at times. We also have counsellors who we work with available to come to the Medical Centre. This is a confidential service and is tailored to suit the needs of each pupil who feels they may benefit from additional support from someone who is not directly involved in their daily life. We are also able to refer pupils to outside agencies as required.

Q. Can parents have a daily health report?

A. Parents can call or email as they wish. If they are unable to call, the nurse on duty will email the parents and/or guardians each day to update them on their progress. Parents and/or guardians are able to call their children whilst they are staying in the Medical Centre.

Q. How will my child get to school from the airport?

A. We understand that travel to school may present some difficulties, and we will endeavour to facilitate this as much as possible. The school will put on coaches at set times to collect pupils from Manchester airport wherever possible, so there is no need for your child to travel by taxi. The buses will be regularly cleaned and pupils separated as a precaution.

Q. What happens if my child is feeling unwell with possible COVID-19 symptoms?

A. The first stage will be progressing testing and self-isolation for a few days until the results are back. This period of self-isolation will be in the Medical Centre which is set up for quarantine. Occasionally, a pupil may need to remain in isolation for longer, dependent on longevity of symptoms. Bedrooms in the Medical Centre are light and airy, with several allocated to en-suite bathrooms. The nurse on duty remains in the Medical Centre with the pupil at all times.



Ellesmere
Co-ed 7-18 Day and Boarding

Ellesmere College, Ellesmere, Shropshire, SY12 9AB

www.ellesmere.com

Email: registrar@ellesmere.com **Tel:** 01691 622 321

For more insights into Ellesmere College, follow us on:



[/ellesmerecoll](https://www.facebook.com/ellesmerecoll)



[@ellesmerecoll](https://twitter.com/ellesmerecoll)



[ellesmere_college](https://www.instagram.com/ellesmere_college)