



RETURN TO BOARDING AT BEECHWOOD

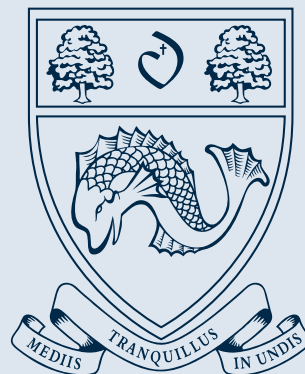


PLANNING AHEAD
AUTUMN 2020



A MESSAGE FROM THE NEW HEAD

We are very much looking forward to welcoming our boarders back to Beechwood in the Autumn Term. Whether new to Beechwood Boarding or a returning student, we understand that you will be keen to know what your experience will be like in the new academic year. To help you plan for your return, we hope this document will answer many of your questions. Of course, please do contact us if you need any further clarification.



We are proud to have adopted the Boarding School Association (BSA) COVID-SAFE charter, confirming that we comply with all government rules and guidance and meet the charter requirements when Boarding reopens. We have every hope that the measures outlined in this document will only be necessary for a short time and we can soon return to our 'normal' boarding routines. However, our most important priority will always be the wellbeing and safety of our pupils, and I hope this document will provide parents with reassurance and peace of mind.

I look forward to meeting you at the school in September.

Nick Waite
Head

WELCOME FROM THE HEAD OF BOARDING

On behalf of myself and the boarding staff we are all looking forward to welcoming our boarders back to Beechwood. We have really missed everyone and the school is just not the same without them.



Of course, there will be many changes to come back to and the boarding team will be here to help and support the boarders as we all get used to the new measures in place, together. I hope the information enclosed will go some way to helping you prepare to return and please do not hesitate to contact me if you need to.

Deborah Roberts-Barter
Head of Boarding

BEFORE YOU TRAVEL

1. All arrivals to the UK are required to provide information regarding their quarantine arrangements. You will need to provide your journey and contact details before you travel to the UK by completing the following online form on the Government website:

<https://www.gov.uk/provide-journey-contact-details-before-travel-uk>

2. Additionally, Beechwood will issue a letter, via email, bearing the school crest for boarders to travel with, in case of emergency. To ensure we have time to produce this letter, please ensure you have contacted Mrs Roberts-Barter, Head of Boarding:

hob@beechwood.org.uk, by Friday 31st July, providing full travel details including the following information:

- Student Name
- Date and Time of Arrival (UK time)
- Flight number (including connecting flights)
- Name and emergency contact number of Guardian collecting student at the airport.



QUARANTINE

Regrettably, Beechwood is unable to offer lodgings, should the quarantine period still be in effect. Therefore, we request that all boarders have completed quarantine with a UK guardian or host family prior to arrival on the school site. We are unable to recommend a specific guardianship or hosting agency. However, below are some agencies our boarders have been happy with, who may be able to help make quarantine arrangements, should you need them:

Bright World Guardianships
Tel: +44 1273 835745
Email: info@brightworld.co.uk
Website: www.brightworld.co.uk

Guardians International
Tel: +44 (0)20 3011 5788
Email: info@gis-uk.com
Website: www.gis-uk.com

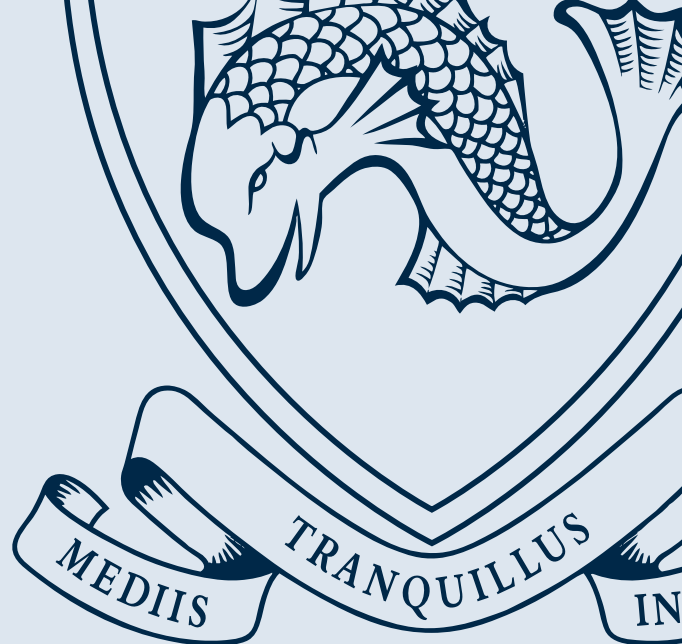
Quest Guardians
Tel: +44 1202 882299
Email: office@questguardians.co.uk
Website: www.questguardians.co.uk

College Guardians
Tel: +44 (0) 1684 581600
Email: jane@collegeguardians.co.uk
Website: www.collegeguardians.co.uk

British Guardianship
Tel: +44 (0) 1273 764 704
Mobile/Whatsapp: +44(0)7900 006 386
Email: fay@britishguardianship.com
Website: www.britishguardianship.com

White House Guardianships
Tel: +44 (0) 1 202 521 100
WeChat: whg1992uk
Email: info@whg.eu.com
Website: www.whitehouseguardians.co.uk

Gabbitas Educational Consultants
Tel: +44 (0)20 7734 0161
Email: info@gabbitas.com
Website: www.gabbitas.com



PROCEDURES ON ARRIVAL AT SCHOOL

In a change to the published term dates, Boarders may return to Beechwood on the following dates, **between 10.00am and 5.00pm**, after completing the quarantine period with a guardian:

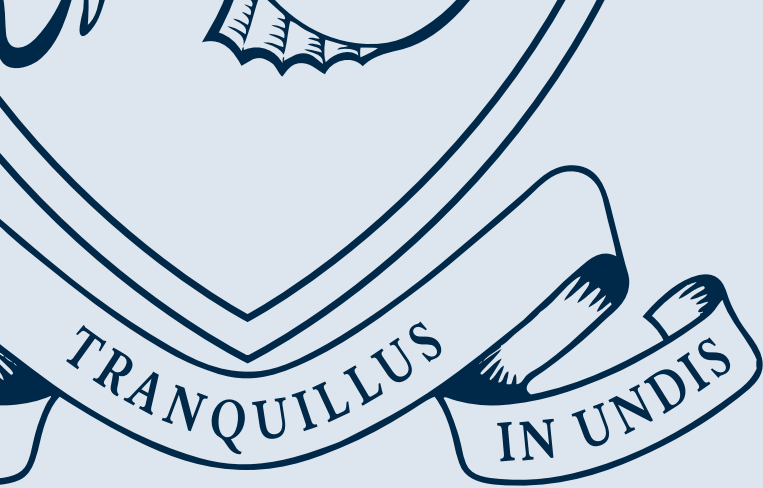
- Tuesday 1st September
- Wednesday 2nd September

If the quarantine period has been lifted by September, we will be able to help with airport transfers on the designated arrival dates (1st and 2nd September). However, this will not be possible if the quarantine period is still in effect when they would need to travel direct to their guardians.

With Government guidance as it is currently, we would request that guardians bring the boarders to school when they arrive. This may well change with future Government updates.

On arrival at school, we would request that boarders are dropped off by parents or guardians at the Front Door and boarding staff will accompany them in to school.

Boarders will be updated on key information upon their arrival at school. This may mean they need to wait to go to their rooms in order to ensure they are aware of any important changes or considerations.



ISOLATION

In the unlikely event that a boarder displays symptoms of COVID-19, they will be moved temporarily to be cared for in an isolation area away from the other students. The remaining students within their boarding bubble will be required to self isolate in line with current guidance. Lessons will continue uninterrupted online via Microsoft Teams.

- Students who display symptoms of COVID-19 will be moved immediately to an isolation area.
- The student will then be tested for COVID-19 and will remain in isolation until the test result is returned.
- A member of staff will provide 24/7 care for any student in isolation. This will include arranging of school work, delivering meals and providing emotional support.
- Upon confirmation of a negative result, the student will be permitted to rejoin their regular lessons and return to his or her boarding bubble.
- In the unlikely event of a positive result, the student will remain in isolation and under the care of the Beechwood staff member. Both the student and staff member will then be supported with further medical care.
- Any isolated student will have access to NHS hospitals should the need arise. Even during the height of the pandemic, the NHS retained significant capacity and hospitals that we constructed to facilitate a possible surge in hospital admissions were not used.

WHAT HAS CHANGED?

On arrival, and until further updates to Government guidance are received, Boarders will be grouped into 'Boarding Bubbles'. These bubbles have been created with access to and location of accommodation in mind. Some boarders may come back to different rooms than they would usually expect and we ask that they understand this has been organised with their best interests at heart. As and when Government guidance changes, we may be able to change the rooming arrangements.

HOW WILL MY 'BOARDING BUBBLE' WORK

- Each bubble will be allocated specific shower and washing facilities in order to minimise the risk of transmission. Communal cooking areas will be accessed on a rota basis, ensuring time for a deep-clean in between uses. All boarding rooms will benefit from a deep clean before the beginning of term and at regular points during the term.
- It will be necessary for weekend activities and trips into town to be conducted within these bubbles, until the current measures have been lifted.
- Boarders will be required to socialise within their bubbles until further notice. We understand that boarders may find this difficult and staff will support them if they have any concerns. However, for health and hygiene reasons it is important that all boarders and staff observe and follow the procedures in place.





SOCIAL DISTANCING

Social distancing measures have already been put in place in the day school since we welcomed Year 10 and 12 students back in the Summer term. Clear signage and a one-way system will guide students around the school. In many instances, we will request that Boarders observe the same one-way systems in the evening, for the avoidance of confusion.

TESTING

- All boarders will have their temperatures taken on arrival at the school.
- Testing will be conducted on a case-by-case basis and in line with the Government guidelines at the time.

PERSONAL PROTECTION (PPE)

Beechwood will provide appropriate PPE for specific medical situations. The mental health and wellbeing of our community is of utmost importance and any student wishing to bring their own mask into school may do so as long as health and hygiene protocols are followed.

VISITORS TO BEECHWOOD

- All visitors to the site will need to have booked their visit to the school in advance.
- Visitors should make their way to the main Reception.
- Visitors will be asked to sign a medical declaration form (to be kept constantly up to date in accordance with the latest advice from Public Health England).

CLEANING

Each boarding area has dedicated cleaners who ensure that all facilities are thoroughly cleaned. Boarding areas will be cleaned regularly throughout the day to ensure

LAUNDRY

- Laundry staff will wear appropriate face coverings and gloves when processing the boarders' laundry.
- If Sixth Form boarders would prefer to use the school laundry service, please ensure that all items of clothing have been clearly named, prior to returning to school.

HEALTH AND WELLBEING

- The school will focus particular attention on any pupil or member of our community who is considered medically vulnerable, by virtue of an ongoing medical condition. The School Nurse will work with the individual concerned (and parents where appropriate) to create an individual risk assessment and bespoke care plan.
- All Boarders at Beechwood are registered with Kingswood Surgery, Tunbridge Wells, and our school doctor (GP) holds a weekly surgery within the Medical Centre every Wednesday. Appointments may be made at other times, when necessary.





MEALTIMES AND BREAK TIMES

- Break times will be staggered to reduce the flow of students in the school at one time.
- Lunch times will be staggered and arrangements will be put in place to reduce the numbers in the Refectory at any one time.
- Boarding bubbles will have designated seating areas at breakfast and supper times in order to maintain distance.
- Seating will be spaced according to the current guidelines.
- All contact areas will be regularly sanitised and cleaned between sittings.

CONTACT SPORTS

The School will follow the Government guidelines at the time. Social distancing, limited equipment use and a creative curriculum will be the key features of initial sports activities, including any fixtures.

TRIPS AND ACTIVITIES

In order to keep the boarding environment as safe as possible, weekend trips activities will be adapted to reflect Government guidance at the time.

Boarders will be briefed on any changes to the usual permissions when they arrive back at school in September.

ANTI-BULLYING

As detailed in Beechwood's comprehensive Anti-Bullying Policy, bullying of any kind is not acceptable. This extends to any form of negative behaviour towards anyone within the Beechwood community, regarding the COVID-19 pandemic.



CURRICULUM: What do we need to do to prepare to come back to school?

In order to maintain continuity of education, particularly in the event of symptoms/isolation, we would request that all boarders return with a Windows device such as a Surface Pro, or equivalent, so that they are able to access Microsoft Teams, even if in isolation.

WHAT ABOUT LARGE MEETINGS SUCH AS ASSEMBLIES, MEALS AND WORSHIP?

We hope it will not be too long before we are able to have our usual large-scale gatherings. However, until this changes, we will keep within the current guidance for these types of meetings.



COVID-SAFE Charter

All member schools which have adopted the BSA Covid-Safe Charter confirm that they will comply with all government rules and guidance and will meet the following requirements when boarding reopens.*

*In the case of any discrepancy, protocols from official government bodies take precedence

Prior to reopening schools will:

- 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

- 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 upon arrival at 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.

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 it²
- 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





BEECHWOOD

SACRED HEART SCHOOL

INDEPENDENT CO-EDUCATIONAL
PRE-PREP, PREP & SENIOR SCHOOL



communication



discover



energy



BEECHWOOD



spirit



ambition



teamwork



community



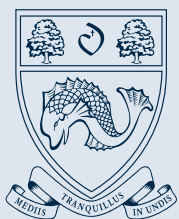
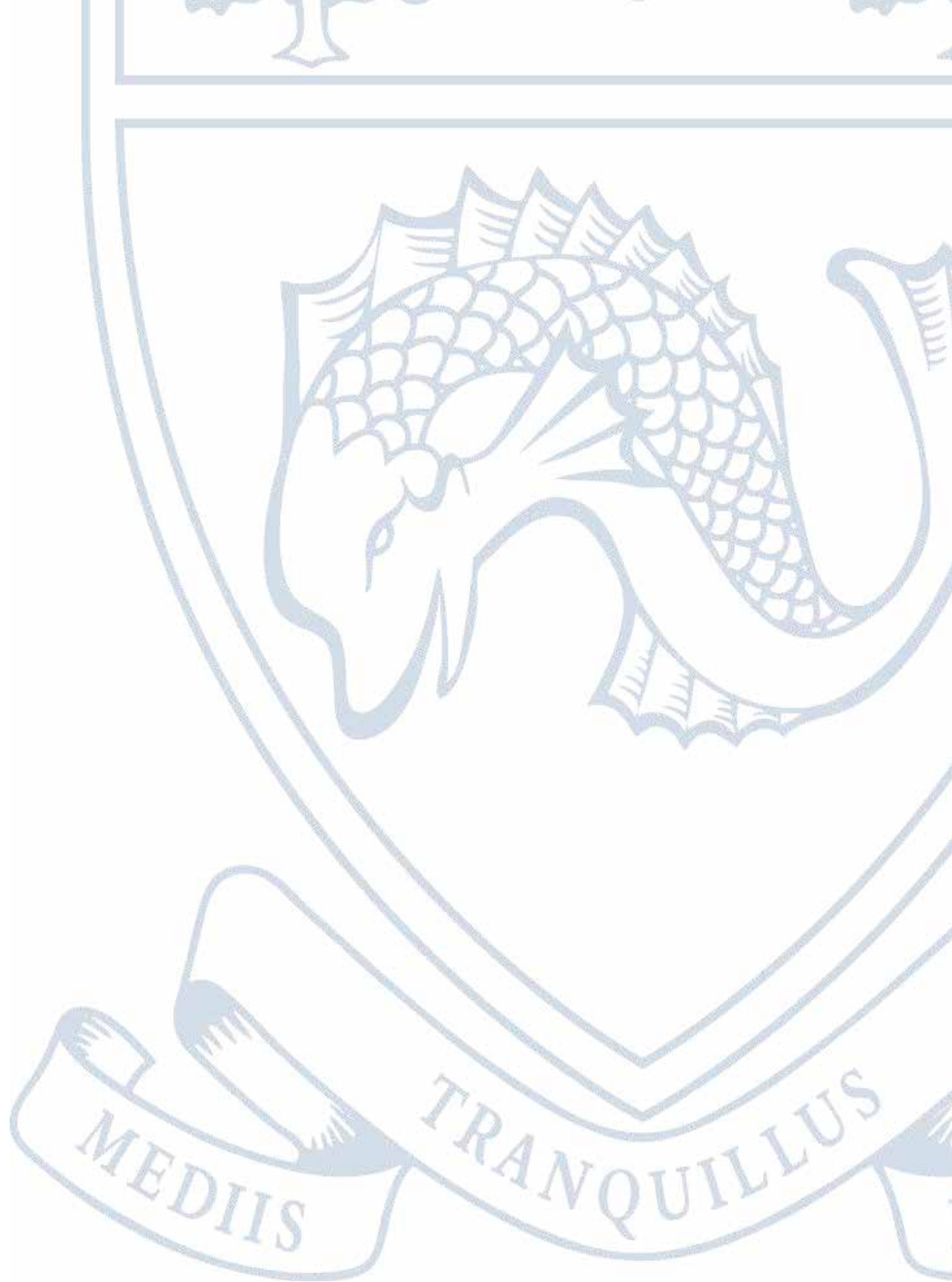
creativity



friendship



success



BEECHWOOD

SACRED HEART SCHOOL

Beechwood Sacred Heart School, 12 Pembury Road, Tunbridge Wells, Kent TN2 3QD

T: 01892 532747

E: registrar@beechwood.org.uk

W: www.beechwood.org.uk