



Information for Parents, Students and Staff regarding College Reopening 1st September 2020 v1.2

1. Preparation of the College site	
Whilst we have been away -	
During our absence from College, maintenance and health and safety checks have continued to be carried out by our Facilities Manager to ensure a safe return once the building is open. Our contracted professional cleaners from Cabenco have continued to be onsite to ensure all areas in DLD have been regularly cleaned and disinfected.	
Going forward -	
We will be continuing to work within the hierarchy of measures set below: <ul style="list-style-type: none">• Avoiding contact with anyone with symptoms• Frequent hand washing and cleaning with good respiratory hygiene practices• Regular cleaning of settings• Maintaining social distancing where possible• Minimising contact and mixing.	Cleaning: <ul style="list-style-type: none">• There will continue to be a comprehensive cleaning and disinfecting regime of the school all day. This will continue to include the evenings when the school day is finished• Alongside there will be a cleaner on site during the day to ensure communal 'hot spot' areas such as toilets and lifts will be cleaned regularly throughout the day• Staff will continue to ensure regular cleaning of classroom equipment; table tops and frequently touched surfaces during and at the end of sessions - classrooms have been allocated cleaning equipment including anti-bacterial wipes• The cleaning team will regularly disinfect common touch points such as door handles, handrails and desks in the communal areas Hygiene: <ul style="list-style-type: none">• A continued and plentiful supply of anti-bacterial wipes, anti-viral soap and hand sanitiser will be available throughout College• Students and adults will be required to sanitise hands upon entering and leaving the building (hand sanitiser units are available at all entry points to the school and there will be further provisions within classrooms)

<p>Signs will be up around the College building as reminders to sanitise hands, hand washing guides and the use of good hygiene etiquette</p>	<ul style="list-style-type: none"> • Students will be provided with anti-bacterial wipes • Students and adults will be required to follow regular hand hygiene washing procedures throughout the College day • We will continue to promote the 'Catch It, Bin It, Kill It' approach with students and adults using a tissue or elbow to cough/sneeze & use bins for tissue waste. • We will require students to use their own water bottles to access water, with bottles being taken home or to boarding & washed daily. Water fountains are for filling up bottles only. Disposable cups will be made available if they do not have access to a water bottle for the day. • Student and staff that wish to wear a face mask/ covering to work will be required to dispose of these in a sealed bin – these are available within College <p>Please note: Staff can wear face masks/coverings through their own choice in the College building. Face masks and visors have been given to staff who may have to travel to work on public transport.</p>
<p>The College will continue to supply all main meals</p>	<p>Breakfast, Lunch, Dinner & Drinks (coffee, etc) will continue to be provided in-house by CH&Co</p> <ul style="list-style-type: none"> • Snacks will remain - fruit/biscuits served in individual bowls/containers to avoid sharing of plates • All meals will continue to be served in the Global Kitchen (GK). Sanitisers will be used prior to students and staff entering the GK and collecting their food. • Plates and cutlery will be placed on trays prior to being picked up by students and staff. • Staggered lunch breaks are in place for students during the day to allow for social distancing in the Global Kitchen. • CH&Co will limit staff in school and will follow all the necessary hygiene rules which the company continue to have in place. CH&Co are responsible for ensuring these are administered. • Staff will be requested to eat from their desk or staff room to allow social distancing in the Global Kitchen. • The Global Kitchen layout will reflect the requirements for social distancing. • An appropriate queuing system is in place to ensure social distancing when waiting to be served. • Water fountains located around College will be used to refill water bottles only.
	<p>Movement around the school</p> <ul style="list-style-type: none"> • Class sizes are currently taught in small groups. Sizes are no greater than 16 with appropriate social distancing in place. • Any subject teaching will be carried out, as far as possible, within the classroom. Sport/PE lessons will be taught outside in Archbishop's Park as per the students' timetable • A one-way system will operate in College on floors one and two. Ascent and decent of the stairs will be on the left side only in all areas of College. The one-way policy cannot be operated when accessing the basement (drama and music) as there is only one staircase - students and staff will have to ascend and descend on the left – signage is in place.

	<ul style="list-style-type: none"> • Lifts to teaching floors are prohibited to students, unless there is a requirement. Staff will be discouraged from using the lift to teaching floors. Please note the academic lifts are in a different location to the boarding lifts • Boarders will not be allowed to return to their rooms during the day to prevent infection from the two lifts. Queues will be managed when they return to their rooms at the end of the college day. • Staff will be provided tea and coffee on their own floors to reduce visits and maintain social distancing in the staff room. The maximum occupancy in the Staff Room will be reduced to 15 (normally 35) • Lifts – face masks/coverings are compulsory when using lifts. When operating lifts everybody will be asked to press buttons using their keys fobs. The maximum occupancy in the boarding lifts will be reduced to 6 (normally 13) with social distancing markings on the floor of the lifts.
Teachers will arrange the classrooms to accommodate social distancing measures but ensure the classrooms are still a welcoming environment	Classroom management <ul style="list-style-type: none"> • Tables will be spaced out to ensure social distancing and chairs will face forwards, where possible. • Focus will be placed on using the largest teaching rooms in the school to maximise social distancing, where possible • Anti-bacterial wipes will be provided so students and staff can clean desks prior to and after using them.
2. Staff availability in College	
<p>Consideration has been given to staff who travel in a long distance to work and this has been reflected in the organisation of our academic timetable and school day timings to allow travel outside of peak times</p> <p>Please keep in mind that where possible staff are keen to avoid public transport and will look to car share, cycle or walk (where this is not possible, they will follow the Safe Travel guidance. They also have their lanyards to</p>	Staffing <ul style="list-style-type: none"> • Our Reception team will work behind Perspex screens. They will continue to greet all students, staff and visitors when they enter the College building. Their hours remain unchanged and will be physically present during the College day • For students who have any enquiries regarding cards, visas, etc they can book appointments and have virtual meetings with the admin team to reduce contact time. • There will also be members, or a member, of the senior management team in school during College opening hours. • All other staff will be maintaining our remote learning for those students unable to physically attend College. • All staff will be briefed, consulted and trained on all our modified arrangements and the measures that have been put in place to keep the DLD community COVID-safe. • Staff are aware of the importance of maintaining a safe environment for all the community and will follow the 'Principles for Staff' outlined in the appendix below. • Those academic staff (Directors of Studies) who have one-on-one meetings with students will have Perspex screens installed on their desks to protect both students and staff. • Our staff will be asked to respect social distancing guidelines line of 2m whenever possible.

<p>wear on public transport to show they are school key workers)</p> <p>Consideration has also been given to those staff that are unable to return at this point due to personal reasons or consider themselves or a member of their household to be in the vulnerable category</p>	
3. Households (Boarders only) – Defined as one room with the entrance leading to hallway	
<p>To anticipate and ensure the College adheres to the quarantine period as mandated by the UK Government at the time. Our students will be cocooned to ensure their safety and those of others.</p>	<ul style="list-style-type: none"> • All Boarders travelling from abroad will quarantine for 14 days, including those from 'air bridge' countries • On arrival students will confirm they have no symptoms of COVID-19 • Temperature of the students will be taken using contactless thermometers • Students will be allocated their room and floor. The floors are organised by gender and age. • Those quarantining will have meals delivered to their rooms - this will be contactless delivery • The tables and benches will be cleaned regularly. • All flats have a common room where they can socialise together whilst maintaining social distancing rules. Common rooms cannot be accessed by other students who live in another part of the building. • Late arrivals will be hosted on the same floors but will not mix with members of the household until their quarantine period is complete
4. Practical steps to reduce risk	
<p>We will be continuing to work within the hierarchy of measures set below:</p> <ul style="list-style-type: none"> • Avoiding contact with anyone with symptoms 	<p><u>Please can we ask in the interest of safety for all the DLD community that you as parents/guardians act responsibly to the below measures:</u></p> <ul style="list-style-type: none"> • Staff/Students displaying any symptoms of Covid-19 should not attend College. • A thermal camera is in place at the entrance of College in Reception to monitor temperatures of those entering the building. Anyone entering the building who has a high temperature (>38°C) will be asked to leave.

<ul style="list-style-type: none"> • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings • Minimising contact and mixing. <p>Staff will be vigilant in recognising any COVID-19 symptoms</p> <p>Electronic head scanner contactless thermometers are available for monitoring temperatures.</p>	<ul style="list-style-type: none"> • Boarders will have their temperatures regularly checked by the HouseParents using contactless thermometers. Those students who have high temperatures will be requested to isolate in their rooms. • Any boarders who display symptoms will receive a visit from the College Nurse in their room • Independent students and our boarders will be asked to ensure they follow social distancing protocols at all times when they leave the building • Students returning from abroad will need to follow the UK Government guidelines of 14 days self-isolation before returning to College. Boarders will be able to quarantine on site in their rooms.
5. Changes to routines for Staff and Students	
We ask that parents/guardians do not enter the College buildings with students unless this has been pre-arranged	<ul style="list-style-type: none"> • Staff/Students will be requested to vary their movements according to their timetable in order to maintain social distancing at all times especially during peak times where possible. • Those staff/students using public transport will be advised to wear face masks/coverings and have sanitiser on them whilst travelling
	<p>Educational Materials</p> <ul style="list-style-type: none"> • Books are provided to students on an individual basis so there is no need to share any educational materials. • Research and revision will continue online using devices and accessing reading material online. This will help remote learners to continue their research and revision on material learnt in class. • Correspondence with teachers will continue through email; MS Teams will be used for pastoral matters and Canvas for academic matters.
	<p>Uniform</p> <ul style="list-style-type: none"> • There is no change to our policy on clothing, but students and staff are welcome to wear face masks/covering if they so wish in College.

Visitors will only be allowed to enter the school via prior arrangement	Visitors <ul style="list-style-type: none"> • Two receptionists will physically continue to be at the desk to handle all enquiries from students at the start of the day. • Social distancing signs are in place outside College where parents will be asked to wait. • Perspex sheet screens have been installed at the reception desk • Delivery drivers will be able to enter the building but no further than the barriers. Deliveries for the Global Kitchen will continue to be received at the rear of the building away from students and staff. These will be in line with Government guidelines and will be contactless where possible. • Only emergency contract work will be carried out during the day and workers will be escorted around the building by the Facilities Manager or a member the DLD Security team for safeguarding and COVID reasons.
6. External support for Learning Support, behaviour, individual music lessons and clubs	
	<ul style="list-style-type: none"> • Peripatetic music lessons, one-on-one teaching and access to the College Counsellor will continue as face-to-face whilst maintaining social distancing rules at the time. If this is not possible, the use of Perspex or face coverings will be required. • The lessons will be arranged as part of the timetable. Appointments with the College Counsellor will continue to be made via the usual process • Behavioural and SEN support will still be provided by teachers, Directors of Studies and the Learning Support Co-ordinator
7. Communicating with Parents	
	<ul style="list-style-type: none"> • As a school we will continue to communicate through regular emails from Personal Tutors, Directors of Studies and via InTouch (SIMS). There will also be regular updates through our social media channels – Facebook, Instagram and Twitter. • Canvas will continue to be used for lessons and for the submission of homework and other assignments.
8. Communicating with Staff at College	
How DLD College will communicate with you	<ul style="list-style-type: none"> • Please do continue to call the school on the usual phone number (0207 935 8411) • Communication through email will continue but please do not expect immediate replies from your teacher as they will be teaching a full timetable. • Meetings with your son/daughter's teacher, or any member of staff, can be arranged but please note these will be carried out on an appointment only basis. • Your teachers will not be able to engage in conversations during drop off and pick up due to social distancing rules • If any accidents occur in College, the College Nurse will inform you by telephone and email.

	<ul style="list-style-type: none"> Online meetings will be encouraged for everyone at DLD. This will include interactions between teaching staff, Houseparents, administrators, students, parents and guardians. Online meetings can be arranged through Microsoft Teams or Zoom. This will extend to Parents' Evenings in the autumn term.
9. Managing Student and Staff Wellbeing and Mental Health	
	<ul style="list-style-type: none"> Activities are in place to support the mental health of all students and staff at DLD Staff will be prioritising teaching wellbeing activities to support all students on their return to College All staff have been signposted to helpful information to support their own mental health by the College's Head of Wellbeing
10. What will be taught and how	
	<ul style="list-style-type: none"> Teachers will be following the school curriculum and timetable Specialist lessons will continue to be taught either onsite or remotely.
11. Remote education during wider opening	
	<ul style="list-style-type: none"> Online lessons will be available during the first term for those students unable to attend face to face lessons. For those not attending College, their teachers will continue to provide the work covered in class through Canvas including assignments, submission of work with feedback and tests. <p><u>Please note:</u> Teachers will provide their students with further information on the remote learning provision that they plan to put in place.</p>
11. Remote education during wider opening	
COVID19 Symptoms: High Temperature; New continuous cough	Current guidance per the UK Government on test results: <ul style="list-style-type: none"> If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

<p>A loss or change to your sense of smell or taste</p>	<ul style="list-style-type: none"> • If the test result is positive, they should inform the site immediately and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms <p>Day Students:</p> <ul style="list-style-type: none"> • Avoid travelling to DLD College London • Book a test online • https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name • If in DLD College, report to the College Nurse immediately in the Wellbeing Centre. • The student will be isolated in the medical room • The student will be escorted off site by a safe and secure route <p>Boarders:</p> <ul style="list-style-type: none"> • Inform Houseparent/College Nurse • Isolate in boarding room • COVID-19 test organised by College and will follow current UK Government guidance • If in the school (not boarding), report to the houseparent/College Nurse. • The student will be isolated in medical room (if required) • The student will be escorted to boarding by a safe and secure route (if required) • Those isolating in rooms will receive regular video calls and visits from the boarding team (wearing appropriate PPE) • Regular checks will be carried out on the student by the College Nurse <p>For both day students and boarders, the symptoms may not prevent them from working. In this scenario they will be able to continue to study using our online platform Canvas.</p>
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Annex A

Principles for Staff

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access an online test as soon as possible.
2. Clean your hands more often than usual - with running water and soap for 20 seconds and dry them thoroughly or use alcohol hand rub or sanitizer ensuring that all parts of your hands are covered.
3. Use the 'Catch It, Bin It, Kill It' approach.
4. Avoid touching your mouth, nose and eyes.
5. Prevent the students from sharing equipment and resources (e.g. stationery and IT equipment).
6. Keep your classroom door open.
7. Limit your contact with other staff members and ensure social distancing at all times
8. The use of face masks/coverings is mandatory on all public transport.
9. In confined spaces (e.g. lifts) face masks/coverings must be worn at all times.

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1st September 2020