

W

A NEW YEAR
BEGINS:
AUTUMN 2020



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A MESSAGE FROM THE HEAD MASTER

It is not long now before we will be welcoming a full complement of pupils back to Worth.

Opening the School to groups of Year 10 and 12 pupils for three weeks in June gave us a great opportunity to test the systems we had put in

place to look after people's health and safety. The success of that partial re-opening means that we approach September with confidence but definitely not with complacency.

Our priority for the Autumn Term is to protect the health and wellbeing of all members of our community, and to ensure a happy return to school for our pupils that offers as much of our normal Worth education – academic, pastoral and co-curricular – as is safe and practicable. Thanks to the unstinting efforts of Worth staff and a very detailed study of the Government guidelines, we have devised and documented an extensive programme to keep the School as Covid-19 secure as possible, the bones of which require us all to:

- Control mixing
- Wash hands
- Follow signage
- Notice and remind
- Stay calm and kind

This document gives further details. I must point out that we will need everyone's commitment to the approach at all times, but I would expect nothing less from the supportive community that is Worth. We are being presented with the opportunity to live out our values, protecting the health of others as well as our own and being thankful for the opportunity to learn and enjoy school life in the midst of a global challenge.

I very much look forward to seeing you.

Stuart McPherson
Head Master

GOOD TO BE BACK

“ Homeschooling was really fun, but it’s just nice to have a normal routine back with my friends.” *HERMIONE*

“ What I’m most looking forward to doing in September is probably seeing my friends again, being back on the campus and also participating in co-curricular and drama activities.” *WILL*

“ It’s great to meet all your friends again – although you may be socially distanced it’s good to have that social interaction and not be online, and it’s also nice to meet all the teachers and just be in the grounds again at Worth and feel at home.” *MOLLY*

“ It will be good to have interactive lessons again.” *FELIX*

“ While being away from Worth the teaching was really good but obviously I missed the whole community feel.... coming back – seeing your friends, playing sports, a bit more structure – I think it’s much easier to get on with work.” *JACOB*





SAFETY FIRST

COME BACK HEALTHY

Every family will be asked to assure us that the pupils and their family members have not shown any symptoms of Covid-19 for 14 days before returning to school. All overseas pupils from those countries with a quarantine requirement will have completed the necessary 14 days of quarantine before joining school life.

As term progresses, a flu vaccination is recommended for all pupils.

CLEAN, CLEAN AND CLEAN AGAIN

Before pupils return, there will be a deep clean and sanitisation of all school indoor environments, including all classrooms, study areas, dining rooms, music rooms, science laboratories and workshops as well as the bedrooms, common rooms, kitchens and bathrooms in the boarding houses.

The Household department has completed an extensive internal and external review of our housekeeping and infection control methods. An external specialist has been working alongside them to ensure that the latest Government advice and guidelines are dynamically introduced in a timely manner. A new cleaning solution is being introduced, widely used in hospitals and healthcare; the system is chemical free and environmentally safe. This will further ensure that the very highest standards of infection control and cleanliness are maintained. A new laundry procedure will be implemented in September with the process being rolled out to house staff prior to the start of term.

Rigorous cleaning and disinfecting of communal and public areas and furniture will take place daily, and this will include common touch points, such as door handles, light switches, toilets, sinks and bannisters. In addition, a new laundry procedure will be implemented in September.

SAFETY FIRST

As a key preventative measure, the importance of regular hand washing throughout the day, and personal hygiene, will be emphasised at all times. There are hand sanitising stations outside every main building; hand sanitiser and disinfectant wipes will be readily available in all classrooms and at other appropriate sites around the School. Pupils are also asked to bring a pocket-sized hand sanitiser to Worth with them so they can use it as and when they wish to as an extra barrier, and they will be able to refill their bottle with hospital-grade sanitiser in School.

SOCIAL DISTANCING

We will continue to remind all members of the Worth community about the importance of social distancing.

Pupils will be put into 'bubbles' which are defined as being a year group during the day and will also include, for us, boarding houses in the evening and at lunch. Pupils within the same boarding house will be counted as a 'Household' for the purposes of meeting Government regulations. The day houses will function more as spaces, to be used by Year 9 pupils in breaks, and by Sixth Formers during study periods, rather than groups of pupils. Members of day houses will continue to have the opportunity for one-to-one, face-to-face meetings with their tutors or Housemaster/Housemistress.

In order to facilitate keeping pupils in year groups, each year group will be allocated a zone of teaching spaces, social spaces and lunch-time spaces. This will reduce pupil interaction but will increase teacher movement and (temporarily, at least) remove the concept of an individual teacher being based in a particular classroom.

The ambition is for social distancing of two metres (or one metre where other measures are in place) to be observed as much as possible, both between students (especially day students and boarders) and between staff and students. Within a boarding house, there is a rule of no physical contact between pupils.





SAFETY FIRST

FACE COVERINGS

Pupils and staff may wear face masks and coverings if they wish to do so, and we will continue to monitor the Government's guidelines on their use. Anyone who wishes to wear a face covering or mask will be advised on their safe and appropriate use, and additional personal protective equipment (PPE) will be used by staff and pupils for activities when appropriate. We expect all pupils to be respectful of any person's choice to wear a mask or face covering.

MEDICAL DEPARTMENT

Worth will continue to follow a detailed and regularly updated medical plan which will be based on the latest UK Government guidance. Our Medical Department is staffed day and night, throughout the term, by a highly-qualified medical team who have all the appropriate knowledge, protection and equipment to care for pupils should they become ill.

A room in the Medical Department has been assigned as a 'Hot Hub' where unwell day pupils will wait to be collected should they become unwell at School. The fire door will be used to reduce the risk of cross infection.

Pupils on regular medication should come to the Medical Department each morning in their House bubble; appointment times will be advised to each House. Otherwise, we are asking pupils to minimise visits to the Medical Department as much as possible. If you need to come to the Medical Department, you need make an appointment in advance via your House Staff. GP appointments will be arranged with the nurse as normal but will initially be over a video link system.

The paracetamol administration policy in Houses is to be extended to other parts of the day, so that pupils can receive homely remedies in House as far as possible. A flu vaccination programme for pupils and staff is under consideration.

IF THERE IS A POSITIVE TEST

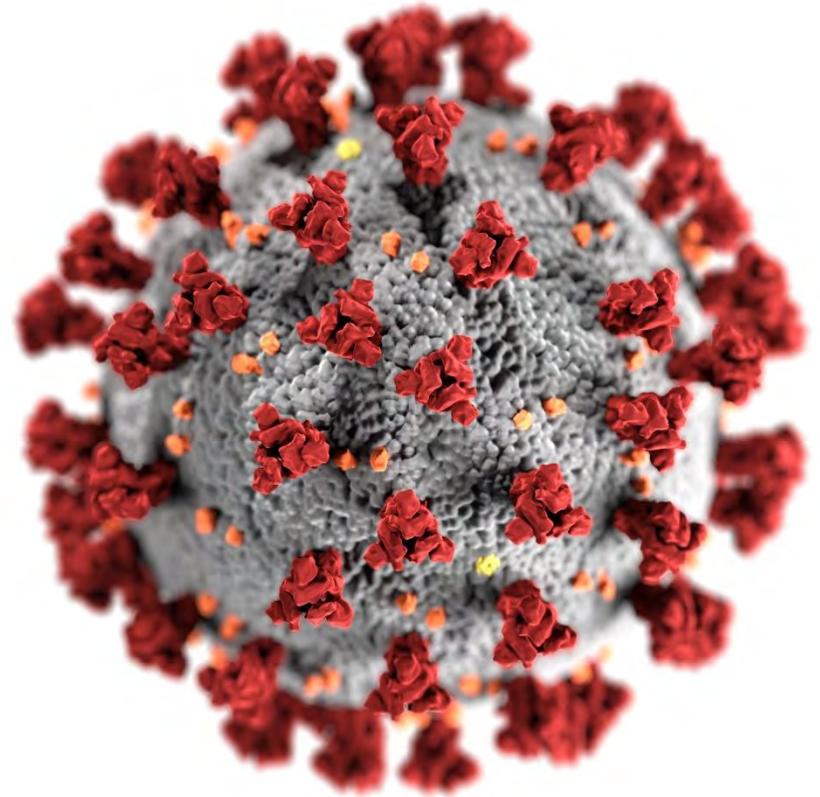
We know that parents, naturally, are very concerned about what would happen if a pupil tested positive for Covid-19. If such an outcome were confirmed, then we have procedures in place for all pupils, boarding and day, as well as for residential and non-residential House staff.

If a pupil exhibits any of the three symptoms listed in the Government guidance i.e. new continuous cough, pyrexia (fever) or anosmia (total or partial loss of the sense of smell) they will immediately be isolated in their room or the Medical Department, parents contacted and testing will be organised promptly, however well pupils may otherwise feel.

We will take appropriate external health advice about which other pupils and staff ought to self-isolate and how to safely provide supervision of pupils in isolation.

Should a boarding pupil test positive for Covid-19 then they will self-isolate in line with the latest guidance (currently ten days); if they require nursing care, they will be transferred to the 'hot' room in the Medical Department or to hospital depending on medical advice.

The School has measures to support the physical and mental wellbeing of any pupil who is required to self-isolate. These cover everything from escorting the pupil for Covid-19 testing in a specially adapted vehicle to regular welfare checks. Meals will be delivered to outside the pupil's room by staff in PPE, to be eaten in the room. There are temperature checks, a routine for having laundry done and even the possibility to order non-perishable 'tuck' items. Mental wellbeing is a priority; pupils are encouraged to make the most of the relevant apps available, and to adopt the 'Five Steps to Mental Wellbeing' promoted by the NHS. They are also encouraged to connect with family and friends by phone, email and social media.





THE SCHOOL DAY

GENERAL CHANGES

There will be lots of changes to adjust to, but teachers and House staff will be on hand for any questions that pupils may have.

- Buildings will have a one-way system clearly signposted. Where a one-way system is not feasible, a 'keep left' rule will be in operation and clearly signposted.
- Large gatherings such as whole-school Assembly, Wednesday Worship, lectures from visiting speakers and so forth will not be possible for the immediate future. However, there will be meetings of smaller groups, such as within House groups and the capacity for virtual gatherings will continue to offer creative ways of bringing people together.
- Worship will take place in year group zones at 4.15-4.35pm on a Wednesday afternoon. Pupils will be able to sign up to various worship experiences 24 hours beforehand; all will be supervised by tutors in order to maintain a sense of prayer and reverence.
- Prep should be handed in electronically but, if a piece of work is handed in on paper, collection will be done in a way that minimises its handling e.g. a box near the door for pupils to place the work in on their way out
- The use of Yondr pouches has been suspended until at least half term; however, the mobile phone usage policy remains the same.

Pupils are expected to wear full school uniform or dress code, including jackets.

MEALTIMES

Mealtimes will be staggered and we are reducing the numbers in the dining rooms at any one time. Seating will be spaced and regularly cleaned and sanitised. We have created two lunchtime slots so that only half of the school is on lunch break at a time and two refectories will be in use (the Ref and the Pitstop/Gym 1) which will also help minimise queuing.

THE SCHOOL DAY

ZONES

A great deal of thought has gone into the zones for the various year groups; don't be confused by this, Housemasters/Housemistresses and tutors will go over it at the start of term. For all year groups, there are some subjects which take place in specialist areas and there will be careful management of movement into and out of those areas.

Sixth Form: Teaching will be based in TC09, TC10, TC11, TC20, TC21, the PAC and the Music classrooms. Some smaller classes might be based in the Cowdray Room. Sixth formers will study in House during study periods. Year 12 will have the Pitstop/Gym one as indoor social space during breaks (except for lunch, when they may join Year 13) and Year 13 will have the PAC as indoor social space during breaks. Sixth Form outdoor social spaces will be in front of the PAC/Tower block.

Years 7 and 8: Austin pupils can be in the same class for the majority of their lessons (although not for optional MFL or Learning Support). Pupils in Years 7 and 8 will be based in their form rooms for lessons – i.e., in the four classrooms underneath Austin House. Their indoor social space will be Austin House and their outdoor social space will be outside Austin House.

Year 9: Year 9 pupils will be based in TC03, TC04, TC05, TC06, TC07 and TC08. They will enter this zone via the green door by the workshop and leave via the door towards the black pitch (a one way system, with a 'keep left' system by TC07 and TC08). Their indoor social space will be Houses (boarding and day) and their outdoor social space will be the black pitch.

Years 10 and 11: Pupils in Year 10 will be based on the ground floor of the Study Block. Year 10 boarders' indoor social space will be their Houses while day pupils' indoor social space will be the ground floor of the Study Block. Outdoor social space for Year 10 will be the lawn between Gervase House and the front drive.

Year 11 pupils will be based on the first floor of the Study Block with Year 11 boarders' indoor social space being their House and day pupils' indoor social space will be the first floor classrooms. Outdoor social space for Year 11 pupils will be the lawn beside the front drive.

Lockers: Day pupils will have access to a locker in their teaching zone, i.e. Year 10s will have a locker on the ground floor of the teaching block, Year 11s will have a locker on the first floor of the teaching block, Year 9s will have a locker in their day House area, and Austin House in the Austin House block.





THE SCHOOL DAY

IN THE CLASSROOM

The timetable has been constructed so that pupil movement around site is reduced but, if the pupils are moving room for the next lesson or leaving for a break/lunch, they should wipe clean the surface of their desk before leaving the lesson. The teacher will wipe clean the surface of the teacher's desk, classroom door handles as well as any equipment likely to be used by the next teacher such as the board eraser or remote control for the projector screen that they have handled.

Windows and doors will be opened where possible to increase ventilation within the room.

Class sizes will be as normal. There will be seating plans for teaching rooms so that pupils sit in the same desk for every lesson in any teaching room that they use, e.g. if a Year 10 pupil has P1,2 and 3 in Room 4, they remain in the same desk. Seating plans which group pupils by House should be considered, provided that this meets the individual needs of pupils. If more than one pupil uses a particular desk during the day, it should be cleaned by the next pupil to use the desk.

Pupils should sit facing in rows facing forwards. Pair work may take place between pupils sitting side by side, but group or pair work where pupils work facing each other cannot. Learning activities will not involve singing or shouting. Teachers will maintain social distance between themselves and the pupils throughout the lesson.

Pupils are encouraged to use laptops/digital resources rather than exercise books, loose leaf paper and textbooks. No sharing of items such as chargers, pens, rulers and calculators will be allowed.

Equipment used by more than one group of pupils will be cleaned or set aside for at least 72 hours between groups. Returned library books and will also be set aside for at least 72 hours between groups.

THE TIMETABLE

Pupils will be registered electronically for every lesson. This will obviate the need for House registration. Pupils go straight to Period 1 and to their first period after lunch. Sixth Formers study in their Houses in study periods. Pupils in Years 10 and 11 with a study period should study in the classroom within their zone.

Monday, Tuesday, Wednesday morning, Thursday, Friday :

BREAKFAST

Pupils should arrive to breakfast as a House group with the member of staff on duty for that House. While eating in a House 'bubble' is a necessity to minimise mixing, it is also a great opportunity to reconnect with boarding life. Pupils should arrive dressed for the school day but boys need not wear a tie. HsMs or duty staff have the option to assemble the House for notices before or after breakfast.

Arrival time window	Ref Zone 1	Ref Zone 2
07.45 – 08.00am	Butler	Rutherford
08.00 – 08.15am	St Mary's Middles	St Mary's Seniors
08.15 – 08.30am	Gervase	St Bede's

Day pupils' start of day is at 8.30am: Parents dropping off pupils in the Abbey Car Park should drop them off in the designated place. Only the pupil(s) being dropped off should leave the vehicle.

Day transport arrives at Malus Avenue at 8.40am; teachers will be in their classrooms by 8.40am, with doors open, to obviate queuing.

THE TIMETABLE

MORNING LESSONS

Period 1: 8.50 – 9.45am

Period 2: 9.50 – 10.45am

Break: 10.45 – 11.00am

Period 3: 11.05am – 12.00 (classrooms open by 10.55AM)

Period 4A: 12.05 – 1.00pm = 1st lunch – Years 10, 12 and 13

Period 4B: 1.05 – 2.00pm = 2nd lunch – Years 7, 8, 9 and 11

LUNCH

Boarders eat lunch in their Houses; lunch will be a prepared lunch/soup/pasta salad etc. Lunch will be supervised by House staff, and pupils eat in areas designated by the HsM. Butler day pupils are not included in this and should follow the table below.

Arrival time window	Gym 1/Pitstop	Refectory
12.05 – 12.30pm	Year 10 Farwell, St Catherine's	Year 10 Chapman, St Anne's
12.35 – 1.00pm	Year 13	Year 12
Period 4B: 1.05 – 1.30pm	Year 7 & 8	Year 9 St Catherine's, St Anne's, Farwell
1.35 – 2.00pm	Year 9 Chapman, Butler day	Year 11

Before/after lunch, when not in lessons, pupils should stay within their year groups in their social areas or boarding Houses and there must not be any visiting between Houses or year groups.

THE TIMETABLE

AFTER LUNCH

Monday, Tuesday, Thursday, Friday

Period 5 and afternoon registration: 2.00 – 2.55pm (classrooms open by 1.55pm)

Period 6: 3.00 – 3.55pm

Break: 4.00 – 4.15pm

Period 7: 4.15 – 5.10pm

Wednesday

Period 5: 2.00 – 2.55pm (classrooms open by 1.55pm)

Period 6: 3.00 – 3.55pm

Break: 4.00 – 4.15pm

Worship: 4.15 – 4:35pm

Tutor period: 4.35 – 5.10pm

Due to the Covid-19 risk management procedures around food service, the Pitstop will be closed for food service for the time being.

WEEKDAY EVENINGS

Boarders' break in Houses at 5.15pm.

1st Prep in House: 5.30 – 6.15pm (followed by recreation in House until House supper time).

Supper – 6.15 – 7.15pm (see table on opposite page): Tutor and member of House staff on duty accompany pupils to supper and eat with them.

2nd Prep in House: 7.15 – 8.00pm.

Late snack at a time determined by House staff.

Boarders remain in House groups after prep. Each House will have a designated outdoor space for recreation and their own Sports Hall evening. Although pupils will not be able to socialise with boarders from other Houses face-to-face in the evenings, House staff can arrange competitions between Houses which take place in the digital world or "personal/House best" type sporting competitions.

THE TIMETABLE

Arrival time window	Ref Zone 1	Ref Zone 2
6.15 – 6.35pm	Butler	Rutherford
6.35 – 6.55pm	St Mary's Middles	St Mary's Seniors
6.55 – 7.15pm	Gervase	St Bede's

WEEKENDS

Saturday:

Period 1: 8.50 – 9.45am

Period 2: 9.50 – 10.45am

Break: 10.45 – 11.00am

Period 3: 11.05am – 12.00 (classrooms open by 10.55am)

SATURDAY LUNCH :

Arrival time window	Ref Zone 1	Ref Zone 2	Ref Zone 3	Ref Zone 4
12.00–12.20pm	Gervase	St Bede's	Year 9 Day	Year 12 Day
12.20 – 12.40 pm	St Mary's Middles	St Mary's Seniors	Year 10 Day	Year 13 Day
12.40 – 1.00pm	Butler	Rutherford	Year 11 Day	

THE TIMETABLE

AFTER LUNCH, SATURDAYS

1.00 - 4.00pm – Sport/activities on site

6.00pm – Supper: member of House staff on duty accompanies pupils to supper and eats with them.

SATURDAY SUPPER

Arrival time window	Ref Zone 1	Ref Zone 2
6.00– 6.20pm	Butler	Rutherford
6.20 – 6.40 pm	St Mary's Middles	St Mary's Seniors
6.40 – 7.00pm	Gervase	St Bede's

Sunday:

9.00am – Brunch in House slots (see table opposite)

10.30am – Sunday outings depart/Sunday activities begin

3:00pm – Tea in House (if staying on site)

6:00pm – Supper: member of House staff on duty accompanies pupils to supper and eats with them.

Options for Sunday Mass or Worship are being considered.

THE TIMETABLE

SUNDAY BRUNCH

Arrival time window	Ref Zone 1	Ref Zone 2
9.00– 9.30am	Butler	Rutherford
9.30 – 10.00am	St Mary's Middles	St Mary's Seniors
10.00 – 10.30am	Gervase	St Bede's

SUNDAY SUPPER

Arrival time window	Ref Zone 1	Ref Zone 2
6.00– 6.20pm	Butler	Rutherford
6.20 – 6.40 pm	St Mary's Middles	St Mary's Seniors
6.40 – 7.00pm	Gervase	St Bede's

MENUS

The Catering team are launching exciting menus for the Autumn Term that will feature some new flavoursome dishes. Also look out for some homemade special treats from the chef, such as Worth granola. Popular pupil favourites will still be served, plus there is the choice, fresh food and responsibly sourced ingredients that are expected from a modern kitchen. Every diet can be catered for.

The sample menu opposite shows a typical day of meals for boarders.

SAMPLE MENU (BOARDER TIMINGS)



BREAKFAST

Strawberry & Banana Smoothie

Full Sussex Breakfast – Free range eggs, sausage, bacon, baked beans, mushrooms and hash browns

Selection of cereals, toast with spreads and jams, natural yoghurt with Worth granola, fresh fruit and hot beverages

LUNCH

Tomato & Basil Soup

Quiche Lorraine or Roasted Mediterranean Vegetable Quiche with a tossed green salad and coleslaw

Flapjack

Selection of Fresh Fruit

SUPPER

Katsu Chicken Curry, Steamed Rice, Japanese Pickles

Caribbean Aubergine Jerk Curry, Steamed Rice

Sussex Spud with Vintage Sussex Cheddar served with Green Salad

Smashed Salmon on a Vegetable Noodle Salad

Raspberry Ripple Blondie served with Fresh Raspberries

EVENING SNACK

Margherita or Pepperoni Pizza Slices



THE CO-CURRICULUM

All activities within the Co-Curriculum will follow the School's policy guidelines of activities taking place within House/Year group bubbles. Government/NGO advice will fit within the School's policy guidelines with appropriate risk assessments/guidelines provided for each area.

Games and PE

Core PE lessons and Games sessions will be conducted in House/year group bubbles and outdoors at every opportunity. Equipment materials and facilities will be cleaned between lessons. Use of indoor areas will be limited to numbers in accordance with official guidelines and following specific risk assessment; outdoor exercise will be preferred wherever possible.

Boarders will change in Houses as normal. Day pupils will change as normal in changing rooms in year group bubbles.

All physical contact between pupils is prohibited.

Pupils should use their own equipment if they have it.

An internal House league system will be the focus of any competitive activity in Games for the Autumn Term and possibly beyond in the absence of inter-school fixtures. Occasional inter-school fixtures may take place in lower risk sports e.g. cricket or tennis, subject to risk assessment. A Saturday afternoon sports programme for boarders will be running over the Autumn Term and some 'virtual' fixtures may continue.

Drama

Lessons will take place in year groups as normal; however, we will plan to avoid all physical contact. Unfortunately we will not be able to stage inter-year productions, although alternative possibilities could include digital productions or small showcases of solo work. We are currently working on the risk assessments around providing LAMDA lessons in School.

THE CO-CURRICULUM

Music

Lessons will take place in year groups as normal with appropriate spaces for larger classes being allocated.

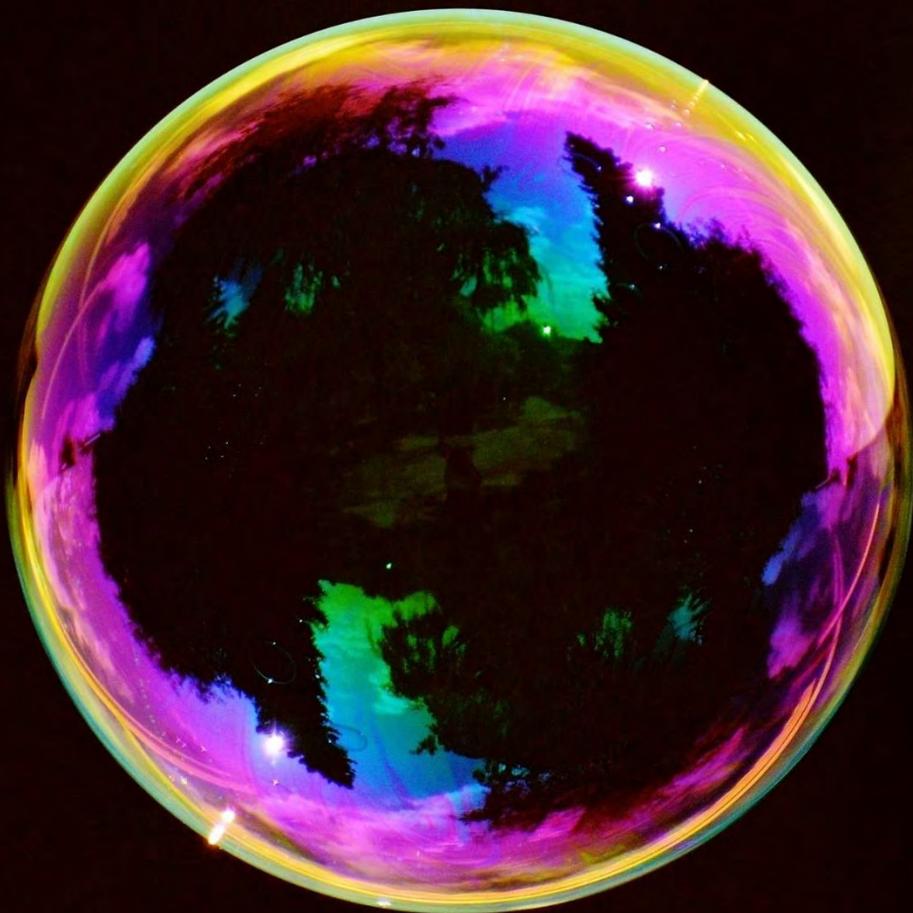
All shared instruments will be cleaned after use and set aside for 72 hours. Large group singing will not be possible, but smaller ensembles or choral groups in appropriate spaces may be possible, subject to risk assessment. Individual music lessons will be possible in School, but again will be subject to risk assessments for peripatetic teachers and appropriate practice areas.

Activities

Where possible activities will take place in year groups during normal activity periods. Activities will need to be aimed at specific year groups initially, such as Sports Scholars, Inspire, Confirmation classes. Some offsite activities may be possible under appropriate guidelines and risk assessments, but Worth Online will continue to be used for many vertical activities.

The Duke of Edinburgh's Award will continue online through Worth Online and guidance from group leaders.





NOTES FOR BOARDERS

IN THE BUBBLE

The boarding House will be considered a bubble, and each House will remain apart from other Houses for meals, socialising indoors and outside and all other events except for planned supervised inter-House sporting fixtures, where appropriate distancing will take place. This will help to prevent the need for the entire boarding community to self-isolate in Houses for 14 days if one boarder tests positive for Covid-19.

Within boarding Houses, as far as possible, different tutor/year groups should not share facilities and should keep an appropriate distance from other year groups; year groups should be considered 'pods'. Where this is not possible, pupils will be allocated year group washrooms. Pupils should only access their designated washrooms and should wipe taps after use if they share the facility with other pupils. Within boarding Houses, pupils may, however, socialise across year groups in the common areas of the House, if 2m social distance can be maintained.

Bedroom/dorm corridors should be out of bounds to pupils who do not live on that corridor and year group rooms should be out of bounds to pupils from other year groups, with the exception of designated senior pupils performing House duties.

Within the boarding House, social distancing within year groups is defined as 'no contact'; in recreation areas outside the boarding House, pupils should keep 2m distance.

***Flexi-boarding in Butler House:** During the school day, day pupils in Butler House will go to lunch as a House group in the refectory. Boarding pupils, including flexi-boarders staying at school that night, will have House lunch.*

NOTES FOR BOARDERS

FACE COVERINGS

Face coverings may be worn within the boarding House. Pupils who wish to wear face coverings within the boarding House are responsible for their own supply. Pupils who wish to use washable face coverings should place them in a net bag with their underwear for laundering and those who wish to use disposable face covering must dispose of them responsibly i.e. into a lidded bin, washing their hands afterwards.

ONE-WAY AND KEEP LEFT SYSTEMS

Where it is possible to operate a one-way system in a boarding House, this will be marked up. Where it is not possible to operate a one-way system, pupils should keep left.

HOUSE KITCHENS AND FOOD HANDLING

Food handling may only be done following the process put in place by Mrs Hickmott. This includes any food that pupils prepare for themselves, and food provided by the catering team or House staff. House kitchens should be kept locked at times when it is not possible for this process to be followed. Pupils should not share cups, drinks or food. All cups, cutlery and so forth provided for food use in Houses will be disposable.

LAUNDRY ARRANGEMENTS

Matron will be able to tell you the details of the laundry process for your House. Please note that all underwear sent to the laundry must be contained in a net bag. Pupils who have previously only put socks into their net bag may need to purchase larger net bags to accommodate the rest of their underwear. Net laundry bags should have zips rather than drawstrings.

TAKEAWAY FOOD

Sorry, but there is no ordering of takeaways by pupils or staff until further notice.

PARCELS AND POST

Please could pupils minimise the amount of post they receive this term. Post can be collected from Reception after a suitable period to ensure packages are Covid-safe.

ACCESS TO BOARDING HOUSE BY PARENTS DROPPING OFF AND PICKING UP

Parents should park in the area designated for their child's boarding house; to minimise transmission of the coronavirus across year groups/bubbles, parents are asked to liaise with their HsM before arriving on site. The only family members in the vehicle for drop off and pick up should be Worth School pupils and the family member driving the vehicle. Parents will not be allowed access to sleeping areas of the boarding House, but staff and pupils will assist in moving belongings into boarders' rooms. House staff will support pupils to share appropriate images of their room/dorm area with their parents.

LATE RETURN

If you can't make it back for the start of term due to travel restrictions, don't worry! Worth will continue to support and offer virtual learning to all late arrivals. Flexible and phased return dates will be available for all boarders. Pupils will also be able to quarantine at Worth during the October Half Term, if necessary, to start on 1 November. Any pupils who are late arriving at Worth will not miss out academically: we will continue to offer Worth Online for any pupils who can't join us at the start of term and teachers will ensure that any gaps in knowledge are quickly filled. Parents should contact Gordon Pearce, Deputy Head External (gpearce@worth.org.uk), if they have any concerns or questions over late arrivals or quarantine.

EXEATS

International boarders may choose to remain in the UK over exeats and half term. Provision for these periods may be offered on site.

NOTES FOR BOARDERS

WEEKEND PERMISSIONS

Boarders may be given permission to leave on Saturday after P3. The usual systems for gaining permission and signing out/in apply. Pupils should be collected from the Abbey Car Park. Parents waiting to collect boarding pupils should stay in their vehicle and not congregate with other parents. Boarders should return on Sunday evening before 8.00pm. They should be dropped off at the Abbey Car Park. The only person(s) who get out of the vehicle should be the pupil(s).

Permissions to go into Crawley during the weekend will be under rolling review. The expectation is that Year 11 pupils and Sixth Form students will be able to have permission to go into Crawley on a Saturday afternoon if they are not in fixtures or required for organised House sporting events, and all year groups may have permission on a Sunday (Year 9 under supervision of a Sunday outing). Boarders who remain on site over the weekend should understand that they will be given permissions in line with prudent application of whatever guidance is in operation and that it is likely that they will be expected to go into town with other pupils in line with the groups that they have been in during the week. Sixth Form pupils are unlikely to be given permission to go into London or Brighton on Sundays during the Autumn Term.

Pupils with weekend permissions will need to comply with local rules and guidance around face masks and social distancing in public places, shops, restaurants and public transport. They should wash their hands on return to School.

TAXIS

Worth is able to organise travel to and from the airport with registered drivers to ensure that the journeys are direct, that the vehicle facilitates the appropriate safety and distancing measures, and also contains sanitiser and disinfectant.

Once on site, pupils are encouraged to use school transport as far as possible. Taxis will continue to be booked through the HsM, who will request a minivan rather than a car, although it may not be possible for the taxi company to provide a minivan. Pupils are advised to wear face coverings in the taxis, to open the windows of the taxi and to sanitise their hands when getting into and leaving taxis.





NOTES FOR DAY PUPILS

As the Pitstop will be used as a refectory and social space for the time being, there will be no food provided to day houses for snacks. Day pupils may bring in their own snacks but may not share them with other pupils.

Day transport leaves Malus Avenue or the Black Pitch at 5.20pm and all day pupils should be leaving the campus at this time.

Parents collecting day pupils from the Abbey Car Park should remain in their vehicles and should not congregate with other parents while waiting. Pupils should wait in the Abbey Car Park for collection and should maintain social distance from pupils other than their own siblings while waiting.

Sixth Form day pupils may be given permission to arrive later or leave earlier than the times above if their timetable lessons begin later than P1 or end earlier than P7. This will assist in staggering arrivals and departures. They must sign out/in as usual.

DAY TRANSPORT

The following rules will apply on all School vehicles:

- Every passenger will bring a face mask and put it on before boarding. As the passenger boards the vehicle he/she will be required to use hand sanitiser, which will be readily available on every School vehicle.
- Passengers should sit in year groups to maintain the year group bubbles.
- Passengers should remain forward facing at all times. No passenger will be able to sit in the front of the vehicle next to the driver.
- All windows on the vehicle will be kept open when possible.
- When leaving the vehicle all passengers will be required to sanitise their hands.
- Drivers will wipe down all surfaces with antibacterial wipes and spray all seats with antibacterial spray before and after every journey.

OTHER INFORMATION

VISITORS

For the moment, we are discouraging all visitors, including parents, from any non-essential visits. As per the public health requirements, all visitors will be asked to confirm they are free of Covid-19 symptoms and that they have not had contact with anyone who has had Covid-19. Visitors who arrive in Reception without a pre-authorised appointment, including the required formal notifications will be asked to leave. In keeping with our revised visitors' policy, we cannot allow spectators for any fixtures for the time being.

IT SUPPORT

All students should reset remotely their password **before** returning to Worth and complete the setup of self-service password reset: (<https://sites.google.com/worth.org.uk/distancelearningpupils/home>). If the current password is not known, a temporary password can be obtained by emailing IT@worth.org.uk from their parents' private email address that is registered with the School. During term time, password reset should be completed using the self-service system.

Please keep visits to the IT office to a minimum and report issues by email where possible. There is a protection screen in the office; pupils should wait to be invited in and there will be a limit of one pupil at a time. Most Wi-fi connection issues can be resolved by following the instructions outside the IT Office. Laptop faults and loans will be as normal but please allow extra time for equipment to be cleaned.

CONTACT WITH THE BURSARY

Access to the Bursary is by appointment only. A screened desk is in use as a drop off and collection point and no one should go beyond this point. If students must enter the Bursary because they only have the option of cash for their Pitstop card, they must not go beyond the desk with the perspex screen. There is no access to the safe on a Thursday.
Cash is to be avoided and parents are asked to pay the School via BACS or credit card.

ABBEY ACCESS

The Abbey Church is closed to visitors except at the published times, and with the published protocols. The Abbey Farm is closed to visitors, except for the permissible paths around it. The Abbey Car Park is to be used in accordance with the Abbey protocols, as published. Please try to park in alternate parking spaces, or allow the first arriving person to exit their vehicle first, in order to maintain a 2m distance.

FIRE DRILLS

Two fire drills are conducted each term; one during the day (for all students and staff) and one during boarding hours (10.00pm – 7.00am) for boarding students and supervisory staff. The fire evacuation procedures take account of Government guidance and the requirement (where possible) to maintain 2m social distancing. Each boarding House 'bubble' or year group zone has its own designated roll call point.

SANCTIONS

Pupils who refuse to comply with school re-opening guidance, or who behave in any way which the Head Master considers could reasonably be expected to increase the risk of Covid-19 infection of another pupil or member of staff, may be asked to study from home or their guardian's home for a period of time. There will be no reduction in fee.

DURATION OF COVID-19 MEASURES

We are assuming that the measures outlined in this document will be required for all of the Autumn Term 2020 and possibly through to the end of the academic year. We will remain alert and responsive to any changes in Government guidance.

QUESTIONS

If you have any questions about the School's Covid-19 arrangements, please raise these in the first instance with your Housemaster/Housemistress or with the Deputy Head (Pastoral), Ms Chamberlain:
lchamberlain@worth.org.uk







WORTH
SCHOOL

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www.worthschool.org.uk

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