



WINDSOR
SCHOOL

COVID-19 POLICIES & GUIDELINES

AUGUST 2021

Delivering the curriculum and welcoming our learners back to Windsor School, Old Fort.

Balancing the academic, cognitive and socio-emotional development of our learners with the public health risks has been paramount in our decision making. This document details the many changes we have made to ensure that Windsor is a safe environment for learners, faculty and parents. We also address curriculum delivery options.

*****As government guidelines change, we may be forced to change our approach and policies.*****

TRAVEL AND HEALTH AND SAFETY POLICY

Please see the following link for further details related to the school's policy on travel and if a member of our community reports a positive case of COVID-19.

[Health and Safety and Travel Protocols. Aug 2021](#)

THE IMPORTANCE OF GOOGLE CLASSROOM

Although we very much plan to start the academic year on campus on Monday 30th August, it is important for us to plan ahead and be ready for any changes that may be placed upon us. With this in mind, we will be setting up new Google Classroom pages for each class.

Class teachers will invite all learners to their new 'Google Classroom'. In the week commencing 23rd August, teachers will introduce themselves to learners, as well as record videos informing parents and learners of new routines (such as school entry and handwashing) in anticipation of the campus opening.

New learners will be given a Windsor email address. To log on you simply need to visit gmail.com and enter the user name firstname.lastname@windsorschoolbahamas.com (e.g. benfox@windsorschoolbahamas.com). The password for all new accounts is set to Windsor2021 (note the capital W). Please log in to your account and change your password. In the week commencing 23rd August, teachers will invite all learners to join their Google Classroom page.

'Current' Windsor learners should also log in to their account and await the invite to the new Google classroom page from their teachers.

INDUCTION OPPORTUNITY FOR NEW LEARNERS

It is important to us that our new learners feel comfortable at their new school. We will hold induction sessions for all new learners. These dates will be communicated with you.

ADMIN ENQUIRIES AND SUPPORT

Admin enquiries should be conducted via telephone. The school will be open for emergency admin enquiries between the hours of 10am and 2pm only. One person at a time will be allowed into the Welcome Centre and must be wearing a mask, follow hand sanitising instructions and physical distancing guidelines. Windsor distancing spots will be placed outside for those who are queuing to enter.

Please direct your enquiries to the following personnel:

Admin enquiries via telephone	698-6704 698-6705 362-6821 362-6891 362-6895 362-6983
Admin enquiries via e-mail	admin@windsorschoolbahamas.com
Billing enquiries	accounts@windsorschoolbahamas.com

SANITISING

The school has been deep cleaned using vital oxide and sprayed by 'PURETI' (<https://www.pureti.com/>). Class teachers and teaching assistants will have a supply of vital oxide to ensure that all classrooms and surfaces are cleaned at the end of each lesson and activity. Custodians will conduct a continuous circuit of communal areas, bathrooms, swimming pool changing rooms and contact points (handrails, door handles etc). Cleaning products have been stocked up and trash cans will be emptied frequently. At the end of the school day the school will be thoroughly cleaned by the custodian team and all play equipment will be sprayed with a fogging machine (see below for school closure timings).

Sanitising stations have been placed in each corridor and class teachers will all have spray bottles of sanitiser to use when each learner enters the room. Handwashing will be compulsory for all learners and staff before each new lesson.

Handwashing stations have been built outside both buildings and have been assigned to each year group to use (see below). Posters displaying reminders about hand washing, hygiene and physical distancing have been displayed around the campus.

SCHOOL NURSE AND MEDICAL STATIONS

Windsor School, Old Fort has a qualified nurse on campus. The school has an allocated medical station positioned next to the Welcome Centre.

BUBBLES

First and foremost, we understand the importance of social distancing but are also aware that with children this is not always easy to put into practice. It is going to be very difficult to constantly monitor and enforce the distance between learners – especially in the EYFS (Early Years Foundation Stage) and lower primary years. However, we can limit the number of children and staff that each learner interacts with. This will be referred to as creating 'Bubbles'.

The school will be run as four separate schools:

EYFS – Pre-Reception and Reception (Pembroke building)

KS1 – Year 1 and 2 (Lower Oxbridge building)

Lower KS2 – Year 3 and 4 (Upper Oxbridge building to the right)

Upper KS2 – Year 5 and 6 (Upper Oxbridge building to the left)

The learners will be kept in one of these bubbles at all times. Within these categories we intend to create Year group bubbles of learners in an attempt to ensure that the learners in each year will only interact with their year group, including during break, lunch times and specialist lessons.

SCHOOL ACCESS

In order to minimise physical contact, we will not be allowing visitors or parents into the school building during the initial phase of reopening the school. One parent or guardian for each learner in Pre-Reception and Reception will be able to accompany their learner across to their classroom in the Pembroke building (details below).

TEMPERATURE TAKING

Before entering the school grounds, all learners (and staff) will have their temperatures taken. Pre-Reception and Reception learners should be accompanied to the entrance gate by The Cavendish to have their temperature taken. All learners in Years 1 – 6 should remain in their vehicles and follow the traffic lane around to the Welcome Centre where a member of staff will take their temperatures before they leave their vehicle. If a temperature of 38 degrees centigrade (100.4 degrees Fahrenheit) or above is recorded, the vehicle in which the learner is travelling will be asked to turn into a separate lane. The school nurse or member of staff will then take a second temperature reading five minutes later. If the temperature remains high, the learner will be asked to return home. Information regarding COVID-19 symptoms and medical advice will be handed out; the learner may still access school content via the Google Meet link.

FACE COVERINGS AND PPE

All learners will be asked to wear a face mask to school. Masks are available at TGS the uniform supply store, however we ask that you purchase a mask that fits and is comfortable for your learner. You may have your child's mask personalized at TGS. A spare mask should be brought to school in a zip lock bag in your learner's school bag.

All learners will sit apart from each other at their own desk or space. In Key Stage 1 and 2 classes, individual plexiglass screens will be at each desk for further personal protection. In EYFS a Plexiglass screen will divide a desk shared between two learners.

Teachers and faculty will be wearing face masks and will also have the option of wearing an additional face shield that will be made available.

Any parent of a learner that has a pre-existing condition and is unable to wear a face mask should notify the school and provide an official note from

a practising paediatrician. Once received, the school will arrange an interview with the parents to discuss the practicality of this learner returning to school to ensure the environment is safe.

DROP-OFF TIMES

In seeking to minimise congestion, we ask that learners are dropped off at the school at the following times. We appreciate that not all families will be able to fit this in to their morning routine and we understand this, however, if families are able to we politely ask them to stick to the below drop-off times:

Year 5 and 6: 8:15am

Year 3 and 4: 8:30am

Year 1 and 2: 8:45am

Reception: 8:45am

Pre-Reception: 9.00am

*We will accommodate siblings or early drop-offs. If you are dropping any children outside of their allocated time slot, please confirm and coordinate this with the class teacher.

Learners should not be brought to school before 7:30 am as this time will be needed to prepare the campus, lessons and classrooms.

DROP-OFF LOCATION

We will continue to use different entrance points to the school. Learners should use the following entrances. Staff will direct traffic to the correct drop-off point to help reduce traffic congestion:

Year 1 – 6: All learners should be dropped off by car at the front door of the Welcome Centre. Cars should enter the school grounds via the overflow car park, turn left and follow the drive around the exterior of the car park ([see Vehicle Route Map HERE](#)).

Pre-Reception: Cars should enter the school with extreme caution through the first gate. Staff will be there to assist with traffic management. Because of limited space, this car parking area is strictly for PRE-RECEPTION parents only. One adult will be permitted (whilst also wearing a face mask) to walk their learner to enter school via the [Cavendish gate](#) to the right of the main building ([see Vehicle Route Map HERE](#)). Pathways will be marked to show flow and direction to aid social distancing.

Reception: Parents should enter school grounds via the overflow car park and turn right to park their cars. One adult will be permitted (whilst also wearing a face mask) to walk their learner to enter school via the [Cavendish gate](#) to the right of the main building ([see Vehicle Route Map HERE](#)). Pathways will be marked to show flow and direction to aid social distancing. Hand sanitiser will be available for parents as they leave the school grounds by the Cavendish gate. Vehicles should then exit using the 'Quick Exit' lane (please see link to map).

DROP-OFF PROCEDURE

To keep the school driveway congestion free, we kindly ask you to follow these guidelines:

1. Stick to your allocated drop off time for your learners. If you arrive early, please wait in the overflow car park before joining the drop-off queue.
2. Have learners' school resources/kit ready, organised and easy for them to carry ahead of drop-off
3. Follow signs and instructions for drop-off. Staff will be there to guide you
4. Be aware and considerate to other drivers and pedestrians as we adjust to the new routine

HANDWASHING, BAG STORAGE AND ENTERING CLASSROOMS

Upon entering the school building, learners will wash their hands, enter their classrooms and unpack their belongings. These procedures are outlined below. Videos demonstrating the routes and procedures will be added to the Google Classroom for learners to follow and learn before they first enter school. Staff will welcome our learners in Year 1 and Year 2 and assist them.

Learners will place their belongings in a designated area in their classrooms or on pegs separately from any other learner's belongings.

Pre-Reception and Reception:

Handwashing stations have been built to the right as you enter the Pembroke Building. 'Social distancing spots' will be placed down to socially

distance the queue. Learners and accompanying parent should wash and dry their hands. Once hands are washed and dried, learners and their accompanying parent should line up outside the classroom in the marked spaces, standing close to the wall. Teachers will welcome each learner individually and ensure all belongings are disinfected and put in the correct place.

Key Stage 1: Year 1 - Year 2:

Handwashing stations have been positioned in the covered area to the rear of the Welcome Centre for Years 1 and Year 2 to use. Once hands are washed they should enter their classrooms through the side door (opposite the entrance to 2E).

Key Stage 2: Year 3 - Year 6:

Years 3 and 4 should use the washrooms located at the rear of the Welcome Centre. They should then walk up the external staircase by the covered play equipment and enter the school via the new learning enrichment and support room door.

Years 5 and 6 will enter the Welcome Centre and use the sinks in the old science lab and the upstairs washrooms. They will exit via the side science lab door and enter their classrooms.

PICK-UP TIMES

We will stagger pick-up times to assist with possible congestion.

Pre-Reception to be picked up at 2:45pm

Reception to be picked up at 3.00pm

Year 1 and Year 2 to be picked up at 3:00pm

Year 3 and Year 4 to be picked up at 3:15pm

Year 5 and Year 6 to be picked up at 3:30pm

After care will not be available after 4pm to protect 'Bubbles' and also to allow the school to be thoroughly cleaned.

PICK-UP ROUTINE

All Pre-Reception and Reception learners should be collected from their classroom (enter via The Cavendish gate). Only one adult is permitted to collect each learner. Please follow the one-way 'lanes'.

Year 1 - Year 6 learners should be collected from the main entrance. A member of staff will ask for the learner's name when cars arrive. This name will be communicated with all teaching staff via a WhatsApp group. Cars should pull up and staff will ensure learners are called promptly to the front door. All learners will remain in their classroom until called. We ask you to be patient whilst waiting for your learner(s). You may be asked to pull forward to allow other vehicles to pass. Members of staff will be at the pick up point to help learners and to assist with traffic flow.

PEDESTRIAN FLOW

Clear, one-way lane routes will be indicated from the Cavendish gates to all EYFS classrooms and pick-up areas. The learners and parents in EYFS do not need to enter the main school building.

Learners in Years 1 and 2 will also have a clear one-way system to follow. They will exit the building using the door into the Welcome Centre and enter the building (during school hours) through the side door into the KS1 corridor. Videos explaining this will also be added to Google Classroom.

Years 3 - Year 6 will use the external rear staircases during the school day (apart from pick-up and drop-off where they will use the main Welcome Centre stairs). Signage and lanes will indicate which routes they should follow and videos explaining this information will be uploaded onto Google Classroom ahead of the term so that learners are familiar with the procedures.

BREAK TIMES

All classes will be assigned areas of the school playing fields in which to play, and the outdoor lunch and play times will be thoroughly supervised. Basketball, football and any other ball-to-hand game will not be allowed. Versions of soccer will be allowed and these rules will be explained to learners. Staff will discuss with learners the type of games that will be allowed due to social distancing. We will do our utmost to inject fun into play times in spite of restrictions!

Playground equipment will be used by classes on a rotational basis and will be fully cleaned using a fogging machine at the end of each day.

Learners will have their lunch in the following time slots:

Pre-Reception and Reception: 11:45am - 12:45pm

Year 1 - Year 4: 12:00pm - 1:00pm

Year 5 - Year 6: 12:45pm - 1:30pm

Lining-up procedures will also be explained clearly. Each class will have a designated area to line up in before following hand washing procedures and going back into the school building.

LUNCH SERVICE

Classes will eat lunch in their classrooms at their designated desk. All surfaces will be cleaned and all learners will wash and sanitise their hands before eating. Some classes will eat their lunch before they play; others will eat lunch after they play (Years 5 and 6 will all eat their lunch before they play). Learners may bring their own lunch and snack in or order from the on-site cafeteria, The Cavendish. Pack to go snacks (such as fruit bowls) and lunches (such as salads and sandwiches) will be made available to learners and will be collected by teaching staff and brought to the classroom. Menus will be sent home the week before to allow parents to pre-order using the online form.

WATER

All learners should bring two (or more) named bottles of water with them. These will remain on their desk in their own designated area. Water is available at school to refill learner's bottles. Staff will assist.

OUTDOOR LEARNING AREAS

Staff will be encouraged to take advantage of different outdoor areas across the campus and to teach content outside where appropriate.

CHANGES IN PROVISION AND CURRICULUM

The following changes to the curriculum will be necessary:

Before and after each library, art or music session, learners will sanitize their hands. There will be new routines and signage regarding seating and queuing in order to promote physical distancing. In the library, keyboard covers for laptops and touchscreens will be disinfected before and after use and chairs, tables and doorknobs will be disinfected before and after each class. No puzzles, games, card playing or magazines will be permitted in the library.

At this stage, after school clubs will not be offered. When we open after school clubs they will be offered in Year group 'Bubbles'. Further details of the after school clubs will be sent to you.

READING BOOKS

Reading books and library books for an important part of the home-school connection. We place great emphasis on developing and promoting reading at Windsor; the importance of reading daily cannot be underestimated, especially in the lower primary years. We would like the process of borrowing reading books and library books to continue.

Each book would be wiped with disinfectant and cleaned on return. These books would be placed in a return box in each classroom. It is also recommended and would be appreciated if the books could be wiped and cleaned at home.

Any family that would prefer their learner to opt out of the reading book and library book exchange may do so.

ONLINE OPTIONS

We believe that the measures that are in place at Windsor School, Old Fort provide our students with a fun, stimulating and safe learning environment. There is no doubt that the best primary education experience is in the classroom and we are hopeful that the vast majority of our learners will be joining us on campus when the time is right. However, we understand that with the current COVID climate and with new variants and rising healthcare concerns some parents would like to keep their learners at home and with this in mind, we will be offering the option of online learning. Full details of this can be found [HERE](#).

Please ensure you complete the curriculum delivery survey for your learner.

[Curriculum delivery survey August 2021](#)

We appreciate that the measures outlined above continue to present us with a very different Windsor, and one that will still take time for us all to adapt to. However, it is important that, whilst we adjust to this scenario, we err on the side of caution and work hard to create the safest possible environment to protect the health and wellbeing of our learners, staff and parents. Last year again showed us how fabulously resilient our young learners are and we look forward to another fun-filled year ahead!