

Operations & Logistics - September 2020

It is important to note that all arrangements are subject to change dependent on current guidance from various official networks.



Start of Term

- Please refer to Appendix 1 for the latest version of our Start of Term arrangements
- There is a staggered start to term for the different year groups to allow a settling in period with fewer pupils on site
- Our Quarantine and Pre-sessional Pupils are already on site and settling in well to their new routines
- Arrival times for Boarders will be staggered in order to allow social distancing.



Drop Off

- The School is open from 7am for early morning activities
- Pupils need to be on site by 8.20am
- As many pupils as possible are urged to walk or cycle to school
- Drop off is via Estates Drive, no drop off on Shelburne Road please
- Sports Hall Drive is NOT a drop off option for Senior pupils
- The School Bus (operated by Eagle Line) will operate as normal and details of this service will be published on Friday 28 August.



Pick Up

- Pupils can be picked up on Shelburne Road or Estates Drive.
- The end of the school day is 5.15pm from Monday to Friday
- The end of the school day is 3.00pm on a Saturday
- By arrangement, day pupils can be picked up from 4.15pm Monday to Friday.



Face Coverings

- Face coverings will be required when moving around the school in between lessons and activities
- Pupils should have a sealable plastic bag to store their covering when not in use
- In lessons, coverings are permitted but are not compulsory
- During games and other outdoor lessons, coverings are entirely optional
- All pupils should return to school with at least 5 washable face masks or a supply of disposable masks
- **SIMPLE PRINCIPLE:** Stand UP – Cover UP / Sit DOWN – Cover DOWN



One-way Movement Pattern

- In order to minimise contact between year groups a one-way system will be in place, see Appendix 2
- Additional time between lessons has been created to facilitate this.



Chapel & Assemblies

- Each Year Group will have one Chapel Service and one Assembly per week
- Pupils will take their book bags with them to the Chapel (for Chapel Service) and the Theatre (for Assemblies) and place them on the seat next to them for the duration
- Pupils are then able to go directly to their lessons from there
- These will take place at 8.30am.

	Monday	Tuesday	Wednesday	Thursday	Friday
Chapel	4 th Form	Remove	5 th Form	Lower 6 th	Upper 6 th
Assembly	Remove	5 th Form	Lower 6 th	Upper 6 th	4 th Form



Meal Times

- Two Year Groups at a time
- The Dining Hall has been separated into two halves with separate entrances (Side Entrance and the Main Entrance) and exits, see Appendix 3 for further detail
- There will be a Grab & Go option at lunchtime to ease queueing congestion, as well as ensuring seating in the Dining Hall is spaced out
- Break time snacks as well as Buns will be Grab & Go
- For those who require an early lunch due to a lunchtime activity will be able to collect a Grab & Go lunch from the Orangery between 1.20 and 1.30pm.

Year Group	Breakfast (Mon-Sat)	Break (Mon-Fri)	Lunch (Mon-Fri)	Buns (Mon-Fri)	Dinner (Mon-Sun)	Lunch (Sat)	Brunch (Sunday)
4 th Form (Side)	7.30am	11.20am	1.15pm	4.00pm	6.15pm	12.10pm	10.30am
Remove (Main)	7.30am	11.20am	1.15pm	4.00pm	6.15pm	12.10pm	10.30am
5 th Form (Side)	7.45am	11.25am	1.30pm	4.05pm	6.25pm	12.25pm	10.50am
Lower 6 th (Main)	7.45am	11.25am	1.30pm	4.05pm	6.25pm	12.25pm	10.50am
Upper 6 th (Main)	8.00am	11.30am	1.45pm	4.10pm	6.35pm	12.40pm	11.15am



Calendar

- Due to the need for continuing flexibility, there will be no printed calendar, only an online version
- You can use this link for direct access: <https://scheduler.deanclose.org.uk/>
- You can subscribe using this link: <https://scheduler.deanclose.org.uk/ical/UUE-09347e55-83f9-4bc5-9b51-d3b17a15ebe4?everything>
- Any changes to the next school day will be made by 6.00pm the night before
- Please note that we have delayed the publication of term dates for 2021-2022 until the exam dates for Summer 2021 have been confirmed by Department of Education.



Dress Code

- Uniform will be as normal, with ties optional for the first three weeks
- This is to ensure that pupils are more comfortable in the light of needing to wear face coverings at certain times of the day and it may feel less restrictive not to wear a tie
- Each year group will be allocated their own changing space for physical education and games
- Day girls will be using the changing areas in the day houses
- Boarders will be changing in their rooms



Parents' Meetings

- Parents' Meetings will take place this term, but will be done virtually and remotely online
- Details of these meetings will be disseminated in due course.