

Operations & Logistics – Re-opening 8 March 2021

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

Start – Sunday 7 & Monday 8 March

- Please refer below for the arrangements
- There is a staggered start for the different year groups to allow a settling in period with fewer pupils on site and allow time for testing to take place
- Please see arrangements for our onsite Boarders and Quarantine Pupils
- Arrival times for Boarders will be staggered in order to allow social distancing and to allow testing to take place safely and effectively.

Sunday 7 March - Boarders

All **International Boarders** will have arrived in the country and be following quarantine protocols in preparation for their return to school, or will be continuing their studies remotely until the end of term.

All **UK-based Boarders** will return to School on Sunday 7 March, but must please read the accompanying letter carefully in relation to booking their Lateral Flow Test (LFT) for Sunday evening.

5.45-8.00PM: DCS returning boarders book a slot to be tested at the Old Gym (first test of 3).

Please book your slot at <https://deanclose.youcanbook.me>, using the date and time instructions as outlined in the accompanying letter.

Monday 8 March - Day Pupils

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| 07.30 | Breakfast for Boarders |
| 08.00 | Testing of Upper 6 th Day Pupils |
| 09.00 | Testing of 5 th Form Day Pupils |
| 09.10 | Assembly – All Upper 6 th |
| 09.40 | Upper 6 th Face to Face Teaching Starts – Week A, Period 2 |
| 09.40 | 4 th Form Boarding Boys: Ellam's Astro for Hockey |
| | Remove Boarding Boys: Carnill's Astro for Hockey |
| | 4 th Form Boarding Girls: Shelburne Crts - Netball (Shelburne Road end) |
| | Remove Boarding Girls: Shelburne Crts (Sports Hall end) |
| 10.00 | Testing of L6 th Day Pupils |
| 10.10 | Assembly – All 5 th Form |
| 10.35 | 5 th Form Face to Face Teaching Starts – Week A, Period 3 |
| 11.00 | Testing of Remove Day Pupils |

- 11.10 Assembly – All Lower 6th
- 11.20 **Break Time**
- 11.40 Lower 6th Face to Face Teaching Starts – Week A, Period 4
- 11.40 4th Form Boarding Boys: Report to Ellam's for **FUN & Games**
- 4th Form Boarding Girls: Report to Shelburne Courts for **FUN & Games**
- 12.00 **Testing of 4th Form Day Pupils**
- 12.10 Assembly – All Remove
- 12.30 Lunch for Remove (Main Entrance)
- 12.30 Lunch for 4th Form Boarders (Side Entrance)
- 12.45 Lunch for 4th Form Day Pupils from Testing (Side Entrance)
- 13.30 Assembly – All 4th Form
- 13.20 Lunch for 5th Form (Main Entrance)
- 13.20 Lunch for Upper 6th (Side Entrance)
- 13.40 Lunch for Lower 6th (Main Entrance)
- 14.20 Face to Face Teaching for All Pupils - Week A, Period 6
- 15.15 Face to Face Teaching for All Pupils - Week A, Period 7
- 16.00 Buns
- 16.15 Lower School Tutorials
- 16.15 Futures Seminar for All Lower 6th: Bacon Theatre (DCCM & ZSS)

- For those pupils who NEED to arrive in school early on Monday 8 March due to logistics of having siblings in other schools, catching the school bus, parental work commitments etc., please email ashall@deanclose.org.uk to be added to the **early 8-9am** testing list.
- Once cleared from testing, you will proceed to the Dining Hall where you will be supervised in Year Group bubbles. Please ensure that you have a reading book and work to do. Those in 4th Form and Remove are welcome to join the Boarders at 9.40am for a Games session, so do please bring your Sports Kit with you to school if you would like to do this.

Drop Off

- The School is open from 8am on for Upper 6th Day Pupil Testing and those mentioned above
- 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
- Pick up from Cheltenham Spa Train Station starts from Monday 8 March.

Pick Up

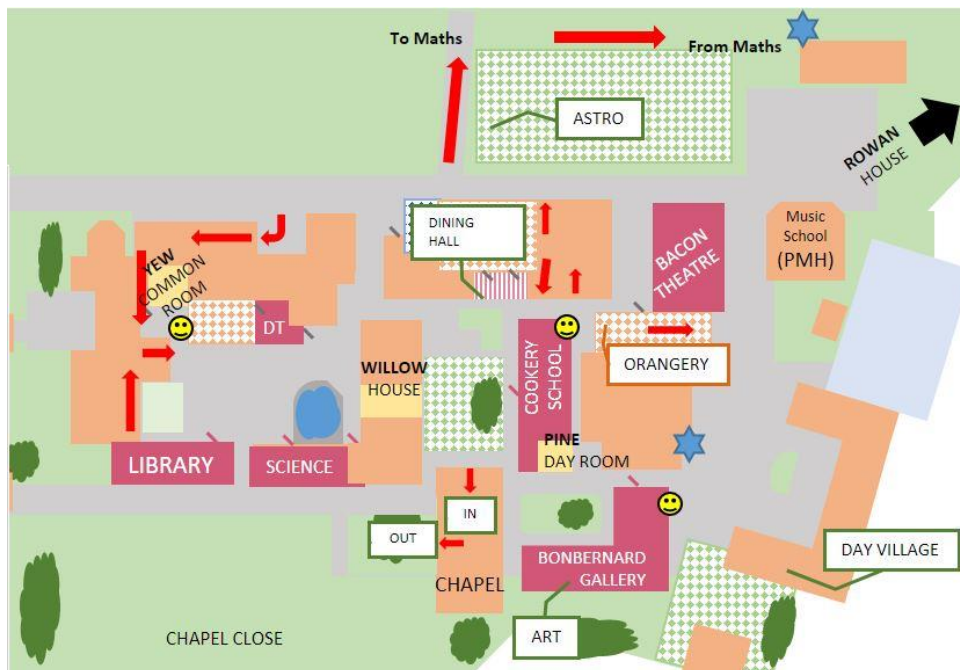
- Pupils can be picked up on Shelburne Road or Estates Drive, in front of the Music School
- Please do not drive up onto the Railway Tennis Courts and Car Park
- The end of the school day is 5.15pm from Monday to Friday, after the daily activities programme
- The end of the school day is 3.00pm on a Saturday for the 5th and 6th Form, and 2.00pm for the 4th Form and Remove
- By arrangement, day pupils can be picked up from 4.15pm Monday to Friday. Please contact Housemasters if this is the case.

Face Coverings

- Face coverings will be required when moving around the school, in lessons, and in Day Houses
- Pupils should have a sealable plastic bag to store their covering when not in use
- During games and other outdoor lessons, coverings are optional
- We will try to create opportunities for pupils to take their masks off whenever possible
- All pupils should return to school with at least 5 washable face masks or a supply of disposable masks
- **SIMPLE PRINCIPLE:**
 - **Mask on** unless eating, exercising, or in your place of residence
 - Rule applies 7am-7pm

One-way Movement Pattern

- One-way movement in certain areas is still required, BUT have been dramatically reduced because everyone is being tested regularly, and because everyone will be wearing a mask. The risks are therefore reduced
- We believe that the areas we have opened up have enough ventilation for us to move through safely **AS LONG AS** pupils and staff get their **heads up**, look at who is coming in the opposite direction and **adopt common courtesy**
- If someone is NOT in your bubble, **give them 2 metres to pass**
- We must still seek to reduce face-to-face contact between year groups so please refer to the diagram below for the **NON-Negotiables**
- Additional time between lessons has been created to facilitate this.



Chapel & Assemblies

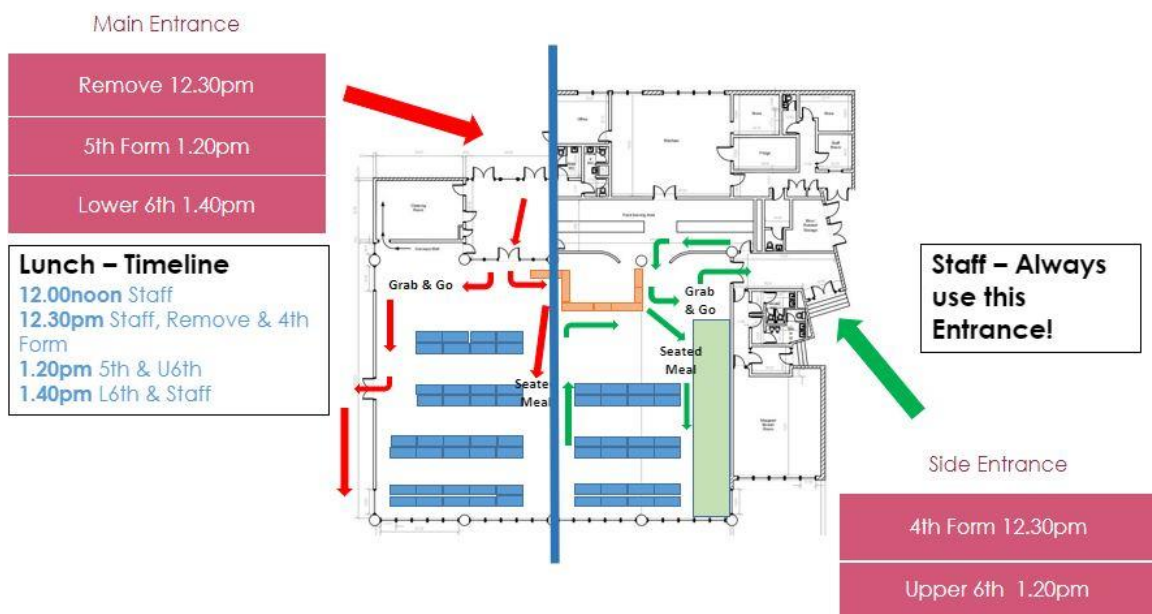
- Each Year Group will have one Chapel Service and one Assembly per week
- Pupils will take their book bags with them to the Chapel (for Chapel Service) and the Theatre (for Assemblies) and **place them on the seat next to them** for the duration, which assists with maintaining social distancing
- Pupils are then able to go directly to their lessons from there
- These will take place at 8.30am
- Starting Tuesday 9 March.

	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
- Please ensure that you bring your own water bottle with you to school
- There is **NO EARLY LUNCH for 6th Form** with Study Periods & Workrooms
- The Dining Hall has been separated into two halves with separate entrances (Side Entrance and the Main Entrance) and exits, see below for further detail
- There will continue to be a **Grab & Go option at lunchtime** to ease queueing congestion, as well as ensuring seating in the Dining Hall is spaced out
- Please note that there are Boarding tables and Day Pupil tables to protect you when not wearing masks
- Break time snacks for the Lower School will be Grab & Go
- 6th Form will be able to sit in the Dining Hall if they wish to
- For those who require an early lunch due to a lunchtime activity will be able to collect a Grab & Go lunch from the Orangerie between 1.20 and 1.30pm.

Year Group	Break-fast (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 G & G	12.30pm	4.00pm G & G	6.00pm	1.15pm	10.30am
Remove (Main)	7.30am	11.20am G & G	12.30pm	4.00pm G & G	6.00pm	1.15pm	10.30am
5 th Form (Main)	7.45am	11.25am G & G	1.20pm	4.05pm G & G	6.20pm	12.30pm	11.00am
Lower 6 th (Main)	8.00am	11.20am Seated	1.40pm	4.10pm G & G	6.35pm	12.10pm	11.15am
Upper 6 th (Side)	7.50am	11.20am Seated	1.20pm	4.05pm G & G	6.20pm	12.10pm	11.00am



DINING HALL OPERATION March 2021

Academic Lessons

All 4th Form and Remove pupils will go to lunch at 12.30pm and will have Period 5 from 1.00-1.45pm. This ensures that our lunch queues are less congested and pupils have more space and time to eat.

Please follow the guidance below when in all lessons:

- Queue in the agreed space before lessons
- Wait to be asked to enter by your teacher
- Use the **hand sanitiser on the way in**
- Follow the agreed seating plan in house groups
- Stand behind desks and wait to be seated by teacher
- Masks are to remain on unless social distance guaranteed and authorised by the teacher to remove them
- Do not leave your desk without permission
- Wait to be asked to leave the classroom
- Use the **hand sanitiser on the way out**

Calendar

- You can use this link for direct access: <https://scheduler.deanclouse.org.uk/>
- You can subscribe using this link: <https://scheduler.deanclouse.org.uk/ical/UUE-09347e55-83f9-4bc5-9b51-d3b17a15ebe4?everything>

Mobile Phones

- Mobile phones should not be seen in public areas, including the Dining Hall, between 8am and 4pm
- Mobile phones may only be used in the classroom with express permission from your teacher.

Dress Code

- Uniform will be as normal.
- Hair should be neat and tidy, one colour, and should not be shorter than a Grade 2
- Each year group has been allocated their own changing space for physical education and games. **PLEASE use them!** See below
- Day girls will continue using the changing areas in the day houses
- Boarders will be changing in their rooms

Year Group	Day / Boarding	Changing Area
Year 9 - 4 th Form	Day Girls Day Boys Boarding Girls Boarding Boys	Alder Sports Pavilion 1 Sports Pavilion 3 Tower / Willow
Year 10 - Remove	Day Girls Day Boys Boarding Girls Boarding Boys	Beech Sports Pavilion 2 Oak Day Room Rowan
Year 11 - 5 th Form	Day Girls Day Boys Boarding Girls Boarding Boys	Elm Swim Pool Corridor – TL Swim Pool Corridor – SP Willow
Year 12 - Lower 6 th	Day Girls Day Boys Boarding Girls Boarding Boys	Hawthorn Sports Pavilion 4 Oak Rowan
Year 13 - Upper 6 th	Day Girls Day Boys Boarding Girls Boarding Boys	Sports Hall 6 Sports Hall 3 Sports Hall 5 Yew

Parents' Meetings

- Parents' Meetings will take place remotely online
- Details of these meetings are in the School Calendar
- The Lower 6th have their Parents' Meeting on Thursday 25 and Friday 26 March, details of which will appear in the Weekly Mailing.