



KENSINGTON
SCHOOL
Est. 1966

Action Plan for the 2021-22 Academic Year

In response to the Covid-19 situation

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Introduction & Context

The continuing health crisis requires the continued application of measures which have significantly changed the way society, and in turn the education system, works. During this period students, parents and teachers have been involved and committed to ensuring that the two major pillars, protection measures and traceability, are enforced in the fight against the pandemic.

The health system has focused on the early diagnosis of the disease and the agile study of close contacts, and has applied all those epidemiological measures that have been necessary. We would like to reassure you that as a school we are continuing with the detailed planning and preparation to ensure a safe return to school for all students, parents and teachers. All arrangements are being made in line with guidance from the Government Education and Health Departments and following a full review and risk assessment by our Covid Committee. The situation and guidelines are continually changing and we are preparing for every eventuality and we must stress that all of our plans are subject to change. We will continue to review the information we receive from the government and adjust our plans accordingly.

Above all, it will be important for our entire school community to continue to work together to ensure that the return to school is safe and that the students' learning can continue with as little disruption as possible.

All plans will be shared with parents and they must sign a document stating that they understand the arrangements which have been put in place.

Objective

The objective of this document is to establish the bases by which the 2021-2022 academic year can run with maximum safeguards for the entire Kensington School community, seeking the balance between the protection of health, the proper management of the pandemic and the rights of all children and young people to a quality education.

This Action Plan is complemented by the *“Pla d’actuació per al curs 2021-22 per a centres educatius en el marc de la pandèmia”* and the *“Medidas de prevención, higiene y promoción de la salud frente a Covid-19 para centros educativos en el curso 2021-22”* from the Departments of Education and Health.

Covid-19 Committee

The Covid-19 committee will oversee the planning and implementation of all health and safety measures related to Covid-19. The committee members are:

Michael Bayes - Headmaster
Vivien Canwell - Head of Seniors
Matthew Kelly - Head of Juniors
Kate Kendall - Lead Administrator
Duncan Giles - Headmaster Elect

School Closure

In the event that the school were closed again due to the pandemic online learning would resume.

In the event that students are forced to quarantine due to Covid 19 online learning would also be provided.

Hygiene & Cleaning

Cleaning

- There is a full cleaning and disinfection of the school premises by a specialist company - Mullor Facility Services prior to students returning to the school building.
- The cleaning plan for the school building will be implemented in collaboration with the cleaning company.
- All areas of the building are cleaned on a daily basis.
- Reinforced cleaning and disinfection of the premises throughout the day with particular attention on communal areas.
- Frequent disinfection of surfaces which are commonly touched such as door handles, stair rails, dining tables and chairs.
- Specialist disinfectant cleaning products will be used.
- Disinfectant hand gel stationed at every entrance.
- Classrooms will be well-stocked with tissue for cleaning, gels and cleaning sprays. All tissues will be single use and should be disposed of immediately.
- All rubbish bins will have bags and a lid where possible. They will be emptied as necessary and at least once a day.
- There will also be reinforced cleaning of exterior areas such as gates, rails, seating areas and tables.

Personal Hygiene & Precautions

- Washing hands - Hands should preferably be washed following government handwashing guidelines using soap and water. In the absence of access to a sink, alcohol gel/ spray will be provided.
 1. Arriving and leaving school
 2. Before and after eating
 3. Before and after going to the bathroom
 4. Upon moving from one classroom to another
 5. Before and after break and lunch outside
 6. At least once every two hours
 7. Before using equipment in school eg. computers, printers, photocopiers, water fountains
- Avoid touching your mouth and face.
- Cover your mouth with tissue when coughing or sneezing and dispose of the tissue immediately- in the absence of a tissue you should use your elbow not your hand. Tissues will be distributed throughout the school.

- Within your secure group it is not necessary to require the safe interpersonal physical distance set at 1.2 meters (or the equivalent safety surface of 2.4 m²). Outside of the secure group the safe interpersonal distance of 1.2 meters should be maintained wherever possible.
- There should be no physical contact between students including greetings or play acting such as wrestling.

Ventilation

All areas will be ventilated for at least 10 minutes each hour to government guidelines, additionally:

- All classrooms will be kept ventilated by windows open at least 20cm where/ whenever possible.
- Classes using air conditioning should be ventilated at regular intervals and at least 10 minutes each hour.
- Communal classrooms will be ventilated between changing of secure groups.
- Additional ventilation of corridors by keeping doors, fire escapes and windows open.
- Classrooms will be ventilated when empty at break and lunch time and for at least 30 minutes at the end of each day.

Use of masks

According to government guidelines, the use of masks will be required for the following groups:

All students and teachers will be issued with 2 Kensington School masks.

GROUP	INDICATION	TYPE OF MASK
Nursery - Junior 1 (3-6 years old)	Not obligatory	Hygienic in compliance with the UNE standard
Junior 2- Junior 5	Obligatory	Hygienic in compliance with the UNE standard
Junior 6 and above	Obligatory	Hygienic in compliance with the UNE standard
Teaching and non-teaching staff	Obligatory (Early Years and Language teachers may remove masks at certain times, see point below)	Hygienic in compliance with the UNE standard

- Masks must be worn at all times by anyone over 6 years old.
- Masks should cover the nose and mouth directly at all times.
- For ecological reasons we recommend the students and teachers use a reusable mask. Masks should be KS issue masks or plain with no images or logos.
- All masks should be named so that they are easily identifiable.
- Masks may be removed for eating in the dining room or at break time on the patio.
- Masks may be removed during PE classes when taking part in physical activity.
- When participating in outdoor activities and at break times when students remain in their stable group the mask may be removed.
- When you remove your mask we recommend placing it into your pocket or a storage pouch so it is not misplaced.
- A visor may be used for early years teachers in order to engage with the children.
- A visor may be used for language teaching where necessary

Class sizes & secure groups

The organisation of the school will be based around stable groups of coexistence; these will be known as 'secure groups'. The main value of secure groups is the ease it gives in the traceability of possible cases that occur; allowing early identification and management of cases and their contacts.

The secure groups will consist of stable groups of students, with their tutor (as long as that tutor has no contact with other secure groups), and a minimal number of other necessary staff such as other teachers or educational support staff.

In Infant and Juniors the maximum possible number of activities will take place in the secure group. The majority of tutors will form part of the secure group.

In Seniors the maximum possible number of activities will take place within the secure group, however the tutors will not form part of the secure group.

Secure Groups

SECURE GROUP (STUDENTS)	REGULAR CONTACT TEACHERS
NUR/ REC	JW, WB, LC, JGG, HR, EDS, MK, RV, CH
J1	LH, LC, JGG, HR, EDS, MK, RV, CH
J2	SL, LC, JGG, HR, EDS, MK, RV, CH
J3	GD, LC, JGG, HR, EDS, MK, RV, CH
J4	SG, LC, JGG, HR, EDS, MK, RV, EC, CH
J5	MK, LC, JGG, HR, EDS, MK, RV, EC, CH
J6	CR, LC, MD, JGG, HR, EDS, MK, RV, MT, JM, RVo, CH
F1	JGo, VH, MK, VC, EC, JM, SE, CH, RV, MT, KA, HL, SH, CW, SC, MDB
F2	KA, VC, JGo, HL, MT, JG, SE, CH, MK, SC, VH, EC, JM, RV, SH, CW, MDB
F3	RVo, MT, JG, SE, CH, SM, RJ, CW, JM, EC, JGo, KA, VH, RV, HL
F4	VC, RJ, CW, JG, KA, JM, EC, RVo, SC, VR, JGo, SM, MT, HL, JV, AB, VH, RV
F5	RJ, VC, CW, AB, VR, JV, RVo, SC, VH, JG, MT, JM, EC, SM, HL, VH, RV

L6	RJ, SC, AB, VR, JV, JG, JM, EC, KA, SM, HL, VH, RVo, VC
U6	VC, RJ, SC, RVo, VR, AB, JV, SM, KA, JM, EC, JG, MT, VH, HL

Classroom allocation

- All classes from Nursery to F5 will have a secure space where the majority of their classes will be taught.
- The safe space will be as follows:

SECURE GROUP	LOCATION
NUR/ REC	Nursery & Reception classrooms and early Years playground
J1	J1 classroom
J2	J2 classroom
J3	J3 classroom
J4	J4 classroom
J5	J5 Classroom
J6	J6 Classroom
F1	Maths 1 Room
F2	Geography Room
F3	Maths 2 Room
F4	Biology Lab & Science Lab
F5	Physics Lab
L6	*Not assigned
U6	*Not assigned

**Sixth form will not be assigned a secure area because they must move classrooms for different lessons. Each class will be cleaned upon the change of lesson.*

Arrangement & Equipment

Information & reminders

- Information on posters around the school to remind students and teachers of good hygiene practices - hand washing, wearing masks.
- Lines to remind students and teachers of social distancing according to government regulations.
- One way systems within the school, arrows in the corridors.
- Doors will remain open where possible to avoid frequent use of door handles.
- No one other than support staff should enter the school office unless absolutely necessary or by prior appointment.
- Toilets will be allocated based upon the secure groups and different secure groups will not use bathroom areas at the same time.

Social distancing

- Within your secure group it is not necessary to require the safe interpersonal physical distance set at 1.2 meters (or the equivalent safety surface of 2.4 m²). Outside of the secure group the safe interpersonal distance of 1.2 meters should be maintained wherever possible.
- There should be no physical contact between students including greetings or play acting such as wrestling.
- Seating plans will be used in classrooms for Juniors and F1/F2/F3 in order to assist with traceability.

Equipment

- Seating plans will be implemented in all classrooms to ensure that students always use the same desks and equipment.
- Stationery- all students should bring their own pencil case including pen, pencil, rubber, ruler, sharpener, coloured pencils, glue, scissors.
- Each pupil will have their own mini whiteboard and pen.
- Text books will be individual or online resources will be used.
- We recommend that students in Form 4, Form 5, Lower 6 & Upper 6 bring a laptop or tablet to school with them in order to access work via google classroom.
- The use of art and craft material will be kept to a minimum; when used it will be individual or cleaned after each use.
- Water fountains may only be used to refill bottles, they may not be used to drink directly from.

Dining Room

- All food preparation will be carried out under strict hygiene regulations.
- We will continue to serve school lunches for all students who have the school menu (paid in advance for the school lunch service). All other students should bring a packed lunch from home. It will not be possible to buy any food in the canteen.
- If a school lunch is required on a one-off basis the school office should be informed by 10:00am.
- All food will be individually plated and there will be no shared items e.g. bread
- No use of the dining room at morning break - all snacks will be brought from home and eaten outside (or in the classroom in the case of wet weather).
- Hands must be washed before and after entering / leaving the dining room.
- Lunch times will be staggered in 30 min slots.
- The dining room will be cleaned, disinfected and ventilated between each secure group according to government guidelines.
- Students who have packed lunch must also eat in the dining room with their secure group.
- All students must stay in the dining room for their slot.
- One way entry and exit from the dining room using both doors
- One way system will be implemented for queuing in the dining room

Lockers

- Juniors use lockers outside classes
- F1/ F2/ F3 no lockers (belongings will be kept in class)
- F4 lockers on science floor
- F5 lockers in locker area at exit to patio
- 6th form in common room

PE & Games

- Will be held outside whenever possible.
- Equipment cleaned after use at the end of each day.
- Junior swimming at Can Caralleu will resume from October depending upon government guidelines.
- Senior games at l'Hospitalet Nord will continue depending upon government guidelines
- PE kit worn to school all day on days when they have sports.

Transport

- Students are encouraged to walk or cycle to school.

- The school buses used for essential curriculum activities are subject to strict hygiene measures.
- Students will be spread out leaving seats empty to maintain social distancing wherever possible.

Structure of the school day

- Authorities will be informed of school arrival and departure times.
- As in previous years school will begin on the 6th September with a 9:00am to 2:00pm timetable. Full full school day will commence on the 13th September.
- Parents should not enter the school site unless absolutely necessary.

Start of the school day

- Waiting outside the gate parents and students should ensure that they are socially distanced along the road in front of the school or on the other side of the road.
- The person monitoring the gate will indicate which class can enter the school; students should not approach the gate or join the queue until it is their class' turn.
- Students not allowed to enter premises before arrival time
- Students who are late should go straight to the office to inform that they are late then go directly to their class.
- Upon entering school hands will be cleaned using hand gel or spray.
- There will be a staggered start to school day as follows:

ENTRY TIME	SECURE GROUP
Join line at 8:45 Registration at 8:50am	Key Stage 4 & 5 - 6th Form then F5
Join line at 8:50 Registration at 8:55am	Key Stage 3 F1/F2/ F3
Join line at 9:00	J5/J6
Join line at 9:05	J3/J4
Join line 9:10	J1/J2
Join line 9:15	Early Years (with parents)

- Junior teachers will come to the gate to pick up their groups.
- Nursery and reception parents will be permitted to enter the school to bring their child to the classroom.

End of the school day

- Students must leave premises immediately during their time slot.

- All parents must wait outside the school gate.
- Junior teachers will bring their class to the gate at the allocated time.
- If any Junior parents are late for pick up, students must wait on the top terrace within their secure groups or return to their secure area.
- Staggered end of school day as follows:

EXIT TIME	DURING 2:00PM FINISH	SECURE GROUP
3:30pm	2:00pm	J5/J6
3:40pm	2:10pm	J3/J4
3:50pm	2:20pm	J1/J2
4:00pm	2:30pm	NUR/REC (parents collect from class)
Lesson finishes at 3:35 Exit by 3:45pm	Lesson finishes at 1:50pm Exit by 2:00pm	Key Stage 3
Lesson finishes at 3:45 Exit by 3:55pm	Lesson finishes at 2:00pm Exit by 2:10pm	Key Stage 4 & 5

Timetables

- Timetables have been adjusted in some cases to stagger the school day including breaks and lunches in order to avoid agglomerations of people.
- There will be no school assemblies, briefings or meetings to avoid agglomerations of people.

Breaks & Lunch

- When the students remain within their stable groups outside the mask may be removed - this will be done using patio zones.
- When students are not able to remain within their stable group they must wear their masks.

- Morning break time outdoor areas:

GROUP	TIME	LOCATION
Nursery & Reception	10:30 -11:00am	Infant patio
J1-J2	10:30 -11:00am	Patio
J3-J6	10:30 -11:00am	Pitch (quarters)
F1-F3	11:15 - 11:45am	MON/WED/ FRI: Patio TUES/THURS: Pitch (thirds)
F4-U6	11:15 - 11:45am	MON/WED/ FRI: Pitch TUES/THURS: Patio

- Lunch in dining room:

TIME	SECURE GROUP
12:00 - 12:30pm	NUR REC
12:15 - 12:45pm	J1 J2
12:30 - 1:00pm	J3 J4
12:45pm - 1:15pm	J5 J6
1:15 - 1:45pm	Key Stage 3
1:45 - 2:15pm	Key Stage 4 & 5

- Midday break time outdoor areas:

GROUP	TIME	LOCATION
Nursery & Reception	12:30 - 1:45pm	Infant patio
J1-J2	12:45 - 1:45pm	Terrace
J3 -J6	1:00 - 1:45pm	Pitch (quarters)
F1-F3	1:45 - 2:15pm	Pitch and Patio Rota
F4-U6	1:15 - 1:45 pm	Patio

Detection & Reporting of Cases

Detection

- Any students and staff must stay at home if they develop any symptoms of Covid-19. Please use the symptom checklist in appendix 1.
- Upon suspicion of a case of Covid-19 students should be taken to the isolation area and parents will be contacted immediately
- Infrared thermometers will be used to take students and employees' temperature if any symptoms are detected during the school day.
- Upon a notification of a positive case all parents in the secure group sent an automated email informing them of the case and the procedure to follow.

Parental responsibility

- Parents or the student themselves if they are 18 years old or over must take responsibility for their children's health. They must monitor their children's health at home and report any incident to school.
- It is important that parents encourage good hygiene practices at home.
- At the beginning of the course all parents will sign a declaration (see appendix 2) stating that:
 - They are aware of the current situation of the pandemic and the risks that it entails and that, therefore, they will attend to the measures that may be necessary at all times.
 - They undertake not to take the child or adolescent to the school in the event that they present symptoms compatible with COVID-19 and to inform the school officials immediately so that they can take timely measures.
- Parents or students over the age of 16 must also sign a form to authorise or not the PCR test by the school allocated clinic.
- In the instance that their child has received 2 vaccines against Covid-19 the vaccine certificate must be provided.
- Families will have a symptom checklist (see Appendix 1). The family and / or the student must inform the center if they have a fever or any other symptom. Should the epidemiological situation require it, the implementation of other additional measures such as temperature taking on arrival at school could be considered.
- We request that parents also monitor their children's temperature at home. If the child has a temperature of above 37.5° they should not attend school.

Isolation and Quarantine

- If a positive case of Covid-19 is detected by the health services then the student or member of staff must stay at home and isolate for 10 days.

- All members of a stable group who have been in contact with a positive case must take a Covid 19 test and provide the school with results.
 - Those who are double vaccinated (or have had covid in the past 6 months) can take a supervised antigen test at a participating pharmacy or private clinic between days 0-1 after being in contact with the positive case.
 - Those who are not double vaccinated must take a PCR test in the clinic indicated to them by the school or at a private clinic between days 4-6 after being in contact with a positive case.
- In the event that the result of the test is positive the isolation period is 10 days.
- If the test result is negative:
 - Those who are double vaccinated do not have to quarantine and may return to school.
 - Those who are not double vaccinated must quarantine for a period of 10 days.

Reporting protocol

The following details the procedure which must be followed in the instance of a suspected case of Covid-19:

1. Person must go to the isolation area.
2. Inform office - office to inform parents/emergency contacts and cleaning staff to begin cleaning protocol.
3. If symptoms are serious, the office will contact 061.
4. All students will be removed from the classroom whilst it is cleaned and ventilated.
5. All items used by anyone with suspected symptoms will be removed and disinfected or disposed of in a double bag.
6. Hand wash all students and staff in contact with suspected case.
7. Office will inform the territorial education and health service

Student Support

Academic Assessment

- Students will be continually monitored to ensure their learning is not negatively affected by regulations in place relating to Covid-19.

Pastoral Support

- Assistance with transitions
- Assistance for students who have close friends or relatives affected by Covid-19
- Assistance for students adapting socially following a period of isolation
- Activities/ measures to encourage students to protect those more vulnerable than them.

Behaviour expectations

- It will be made explicit to all students what behaviours are now considered more serious due to the coronavirus outbreak, for example purposefully coughing on someone, including any escalation points in how they will be dealt with.

Attendance expectations

- The Spanish government strongly recommends that all students return to school in their classrooms as normal.
- If for any reason your child cannot attend school the school office should be notified via late@kensingtonschoolbcn.com

APPENDIX 1

Symptom checklist for families

Please use the following checklist to monitor symptoms according to government guidelines.

If your son/ daughter is unwell check which of the following symptoms they have:

- High temperature/ fever (over 37.5°C)
- Sore Throat**
- Nasal congestion**
- Cough
- Difficulty breathing
- Tiredness, muscle aches and or headaches
- Stomach ache with vomiting or diarrhea
- Loss of sense of taste or smell (older children and adolescents)

If there is an adult at home who is not feeling well please check which of the following symptoms they have:

- High temperature/ fever
- Dry cough
- Difficulty breathing
- Loss of taste
- Sore throat
- Headache
- Loss of appetite
- General joint or muscle pain
- Nasal congestion

** If you have ticked one or more boxes, you must avoid taking the child to school and you contact the school to communicate this. In the opening hours of your primary care center, please contact by telephone your pediatric or GP team. Otherwise, call 061.*

*** Because sore throat and runny nose (with or without mucus) are very common in children, potential covid-19 symptoms should only be considered when there is also fever or other manifestations of the list of symptoms. This list of symptoms may vary depending on the vaccination status of the people and the epidemiological context of the time.*

APPENDIX 2

Parental Declaration

- I am aware of the current situation of the Covid-19 pandemic and the risks that it entails and therefore, I will attend to the measures that may be necessary at all times.
- I confirm that I have received, read and understand the Kensington School Action Plan.
- I will not allow my child or adolescent to attend the school in the event that they present symptoms compatible with COVID-19 (see appendix 1) or have presented it in the last 10 days.
- I will monitor my child's temperature as necessary and I will not send them to school if their temperature reads higher than 37.5°C
- I will inform Kensington School my child presents any symptoms compatible with Covid 19

Name of pupil:		
Pupil's form:		
		<i>Please tick if applicable</i>
Pupil's Vaccination status:	Fully vaccinated (2 doses) <i>(a copy of the vaccination certificate must be provided)</i>	
Name of parent:		
Signed:		
Date:		