



WINDSOR
SCHOOL

Reopening Plan

AUGUST 2020

When The Bahamas removes the lock down period and the Emergency Powers allow, we will welcome back all learners to Windsor.

Balancing the academic, cognitive and socio-emotional development of our learners with the public health risks has been paramount in the decision making from school leadership and the Board of Directors related to campus opening and the measures outlined. This document details the many changes we have made to make Windsor a safe environment for learners, faculty and parents and to allow us to start to get our school back together again.

All School Online

If the country is still in a lockdown period on 31st August, *or if Emergency Powers restrict us from opening*, we will begin curriculum delivery online. We will continue the online teaching and learning through Google Classroom and Google Meet. We will continue to make this as flexible as possible for families and will be mindful of the sustainability of the approach. All learners who currently have a Windsor email address will be able to log on as before. All new Windsor learners have been given a Windsor email address. To log on you simply need to visit gmail.com and enter the user name firstnamelastname@windsorschoolbahamas.com (e.g. benfox@windsorschoolbahamas.com). The password for all new accounts is set to Windsor2020 (note the capital W). Please log in to your account and change your password. In the week commencing 24th August, teachers will invite all learners to join their Google Classroom page.

Starting the year online with a new class of foundation and primary age learners is not easy for all concerned. Teachers will send further details in the week commencing Monday 24th August regarding the approach to introducing themselves and getting to know your learners and Mr. Fox will write to you all outlining the school's approach to the online learning model.

New routines and changes to our campus and curriculum

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 in to 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
ICT – Sycamore support	rock@windsorschoolbahamas.com
*Google Classroom and Tapestry support (Foundation Stage)	georginajesper@windsorschoolbahamas.com
*Google Classroom and Google Meet support (Year 1 – Year 6)	raynellcollie@windsorschoolbahamas.com
*Pastoral (emotional) support for learners	lesleyfox@windsorschoolbahamas.com

*If online learning.

SANITISING

The school will be deep cleaned using vital oxide and sprayed by 'PURETI' (<https://www.pureti.com/>) before any learners enter the premises. 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 do 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 (see below for school closure timings).

Non-touch sanitising stations will be 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.

New 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 will be displayed around the campus.

SCHOOL NURSE AND MEDICAL STATIONS

Windsor School, Old Fort has a qualified nurse on campus who is licensed to practise in the Bahamas and has a nursing degree from the US. The school will have two medical stations – the first one will be positioned next to the Welcome Centre and will be for all medical concerns away from COVID-19 related symptoms. Any learner with a concern related to a COVID-19 symptom will be taken to an outside, shaded medical station to assist learner and also the school nurse who is treating the learner.

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

SITE AND CLASSROOM MAP

Please [CLICK HERE](#) for a map of the Old Fort campus.

Please [CLICK HERE](#) for a map of the classrooms.

INDUCTION OPPORTUNITY FOR NEW LEARNERS

We will hold a short induction to the school for all new learners (including all Pre-Reception learners). The date for these inductions will be confirmed and class teachers will confirm the specific times with parents.

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 (whilst remaining inside 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 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 if you wish to purchase a specific mask for your child, we ask that you do so in Grey or Navy blue. You may have your child's mask personalized at TGS. All faculty will be wearing face masks.

All learners will sit 3 feet apart from each other at their own desk or space. In Key Stage 2 classes, a plexiglass screen will be at each desk for further personal protection.

Teachers and faculty will be issued with Windsor 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: 8:30am

Pre-Reception: 9:00am

*We will accommodate siblings. 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 8am as this time will be needed to prepare the campus, lessons and classrooms. 'Bubbles' cannot be compromised by early arrivals. If you need to arrive at school before this time, please contact your class teachers once you have received your welcome email.

DROP-OFF LOCATION

We will be using 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 MAP HERE](#)).

Pre-Reception and Reception: 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 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).

*The car park by the Cavendish entrance will be used as a staff car park. This will ensure there is limited moving traffic during the drop off and pick-up routines. As we will be directing pedestrian traffic through a waiting area, the capacity of the car park will also be reduced – therefore not an option for drop off and collection.

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.

Pegs will no longer be used. Learners will place their belongings in a designated area in their classrooms separately from any other learner's belongings.

Pre-Reception and Reception:

New 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 learners should be collected from the tables at The Cavendish. Staff will supervise and coordinate the pick-up period. Parents will have a 'wait zone' close (but respecting social distancing) to the learners so that teachers can dismiss safely.

All 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. 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.

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 off-limits to all learners.

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. No water will be available at school.

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:

Music and performing arts, as well as art, will be taught in the classroom or outside by the specialist teacher instead of in the usual assigned rooms. This is to ensure that 'bubbles' are not exposed to one another.

All learners in EYFS and KS1 will change for swimming in their classrooms. Learners in KS2 will use the changing facilities. These will be thoroughly cleaned and disinfected after each use and before the next group enters.

Library and ICT sessions will be combined (to enable distancing). Learners from the Oxbridge building will enter the library via the stairs at the rear of the music room and walk through the music room to avoid entering the designated space of the school of our Foundation learners (a separate bubble). Before and after each library session, learners will sanitize their hands. There will be new routines and signage regarding seating and queuing in order to promote physical distancing. Book selection will be limited to three learners at a time, with the remainder of the group seated while awaiting their turn. Outdoor spaces will be utilised when possible for reading/instructional times. A designated bin or trolley for returned books will be used at the desk. All returned books will be disinfected and quarantined for 72 hours. Books will be spaced more throughout 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.

There will be no physical assemblies. Assemblies may also be held online for learners to watch and participate from their classrooms or Mr. Fox and other members of the School Leadership Team may visit classes individually (abiding to social distancing regulations). All awards 'presented' will be emailed home by class teachers.

There will be no after-school clubs or field trips at this stage.

READING BOOKS

Reading books and library books for an important part of the home-school connection. We have placed great emphasis on developing and promoting reading over the past two years 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. We are continuing to explore possible online reading options for learners in Foundation Stage and KS1.

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 will have the right to do so.

We appreciate that the measures outlined above will present us with a very different Windsor, and one that will 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.