



Westminster Tutors Covid Policy

September 2020

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Amendments to the Draft Policy after Consultation with Tutors:

- *All tuition will be one-to-one except for year 12 students on parental/student request.*
- *The policy of minimising tutor breaks will only be done with individual tutor agreement.*
- *If the academic year is extended to mid-July then tutors can request they finish teaching by mid-late June if they have a prior commitment already arranged or booked.*
- *The two sick days tutors can take that do not need to be made up (to discourage attendance when unwell) will also apply for other Covid related issues e.g. childcare or supporting sick family members.*
- *Face masks will not be required in common areas; tutors and/or students may request for face masks be worn in lessons for medical reasons, to be agreed on a case by case basis with the Principal.*

Other Amendments:

- *A new section on social distancing (9) sets out guidelines for distancing between groups in the college: staff, administrators and students.*
- *A Fire Risk Assessment carried out on 18th August details amendments to various policies affecting Covid safety, including an increased number of doors*

able to be kept open, and the necessity for a stringent compliance monitoring regime, in particular for Portable Appliances.

- *The kitchens have been separated into three: one for students only (downstairs), one for staff only (upstairs) and one for David Game and his staff only (room 17).*
- *A Student Behaviour Policy and a Staff Protocol have been added.*

1. Introduction

Westminster Tutors made the transition to remote learning on Friday 20th March 2020. From that point until the present (August 2020) all lessons, meetings and social events have been held online.

In line with current government policy, we aim to reopen the college at the start of the Autumn Term, Monday 14th September 2020.

There are several reasons we hope students and tutors will be able to restart their lessons in person:

- While there are many aspects of online teaching and learning that work effectively, particularly one-to-one, we as a college believe that face-to-face teaching remains the best way to teach the majority of students for the majority of their courses.
- From a pastoral point of view, we also believe that attending the college in person will have numerous mental health and emotional benefits for both staff and students.
- Regarding safeguarding, either student attendance in college, or observable remote lessons conducted by tutors who are themselves in college, remain the best methods to ensure safety and security for students.

However, while academically, pastorally and in terms of safeguarding the college preference is for staff and students to attend the college in person, the health of all our stakeholders is of paramount importance. As employers, we have various responsibilities under The Equality Act, The Health and Safety at Work Act and The Employment Rights Act that ensure that the health and safety of staff and pupils cannot be compromised. Therefore the college is taking a flexible approach to attendance in person, and in line with the college ethos, provision will be tailored individually.

This draft policy is intended as a consultation document for key stakeholders. It is being put together in a collaborative fashion in various stages, as follows:

- 1) An initial consultation between the senior leaders and administrators (Joe Mattei, Principal (lead author); Virginia Maguire, Senior Consultant & Director of Studies; Lu Qian, College Registrar and Administrator; Jason Poon, Exams Officer and Administrator) - *Completed 20/8*
- 2) A secondary consultation with all tutoring staff, initially by email of the draft policy, with follow-up individual online meetings between Joe Mattei and all teaching staff members. - *Completed 26/8*

- 3) A final policy will be published both on the college website and distributed to enrolled students and college employees. Prospective students will be made aware of the policy at enquiry stage and consultations made with parents and students at interview and enrolment. - *Published 2/9*

This Policy is being written following the current Department for Education guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

In addition to this policy, the following policies are being rewritten in line with the current guidelines, including (but not limited to):

- Admissions
- Attendance
- Assessment
- Curriculum
- Inclusion
- Equality
- Door Entry System
- Safeguarding & Child Protection
- Health & Safety

2. Policy Document

As per the guidelines, this draft policy is divided into four areas:

- A. School operations
- B. Curriculum, behaviour and pastoral support
- C. Assessment and accountability
- D. Contingency planning to provide continuity of education in the case of a local outbreak

Each area will be discussed in turn.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- staff maintaining distance from pupils and other staff as much as possible

A. School Operations

Policies

- 1. In Person & Remote Teaching**
- 2. Risk Assessments**
- 3. Review of Teaching Method**
- 4. Staggering & Maximum Number in College**
- 5. Half Terms, Evenings, Weekends & Holidays**
- 6. Transport**
- 7. Building Systems & Opening Hours**
- 8. Handwashing**
- 9. Social Distancing**
- 10. Entrance**
- 11. Professional Cleaning**
- 12. Teaching Rooms: ventilation and distancing (Fire Risk Assessment)**
- 13. Allocated Teaching Rooms**
- 14. Lesson Protocol for Cleaning**
- 15. PPE, including masks**
- 16. Reception**
- 17. Separation of Groups**
- 18. Toilets**
- 19. Kitchens**
- 20. Common Rooms**
- 21. Study Room**
- 22. Computers, Printing & Equipment**
- 23. Meetings**
- 24. Social Events**
- 25. Study Room**
- 26. Two Day Absence for Tutors**
- 27. Visitor Policy**
- 28. Subject Specific Issues**
- 29. Those Who Fall Sick In College**

1) In Person & Remote Teaching

Students:

Westminster Tutors currently has no enrolled students of a Compulsory School Age (CSA). Therefore, attendance in person in the college is not mandatory for students. The college, offering predominantly one-to-one tutoring, is perhaps uniquely able to offer a flexible programme combining in-person and remote learning. At interview stage initial discussions will take place with the students and their parents about their preference for how the courses are provided. Except in exceptional circumstances, likely due to physical or mental health requirements for very vulnerable students or family members, all students will be expected to attend the college in person for at least part of their course (50% minimum suggested).

Tutors:

Tutors who have specific health concerns regarding either themselves or someone they live with (i.e. vulnerable or very vulnerable) may also request remote learning. However, for the reasons listed in the introduction, the presumption will be that all tutors attend the college in person if they are able to and remote lessons will be done in college rooms.

2) Risk Assessments

Individual risk assessments will be carried out for vulnerable and/or very vulnerable staff and students. These will include SEND students and those with serious and chronic health conditions.

3) Review

Staff and students are able to request an amendment to their provision, i.e. request that lessons become either remote or in person, at any stage during the academic year.

4) Staggering & Maximum Number in College

The maximum number of staff and students in college at any one time is being set at 30 (not including senior leaders, administrators, David Game and his staff, or cleaners).

Lesson times will be staggered to make the maximum use of college opening hours. While the college will remain open from 9am-6pm Monday to Friday (with an early closing on Wednesday afternoon for administrative reasons), the College Registrar will attempt to spread first and last lesson times as much as possible to reduce a potential bottleneck at the college entrance when people arrive and leave (see below). She will also aim to group lessons into blocks, so that there are minimal gaps between tutors' lessons to minimise the number of staff taking breaks in common areas (see below). This process will be done only with tutor agreements and will not be to the detriment of either legal allowances or reasonable tutor requests. Students may need more breaks in the day to study and for pastoral reasons.

We have decided that all lessons will be one-to-one. The exception is for students entering year 12 who request group lessons, either partly or in full.

5) Half Terms, Evenings, Weekends & Holidays

The government is currently considering extending the current academic year so that the exams in the summer of 2021 take place a month later. Should this happen, we will maintain our 32-week teaching year but allow for lessons to be spread out over the extended period. Following the general college policy regarding flexibility, tutors are also welcome to request that their standard lessons take place in half terms and holidays, perhaps to minimise the amount of commuting time at busy periods. The college will listen to any reasonable request about flexible working arrangements. Tutors with prior commitments can also request their lessons to be completed by mid-late June i.e. the typical date for the end of term.

6) Transport

Westminster Tutors is only accessible to the majority of staff and students by public transport. While we would encourage everyone to walk or cycle to the college, we are aware that option will only be available to a small number. On request, students and staff may request later start times or earlier finishing times to avoid rush hour.

Cycling:

For those staff and students who choose to cycle, for this academic year, a small number of bicycles can be stored inside the college. This policy will be amended based on how it works in practice. The basic guidelines are:

- The owner of the bicycle is responsible for carrying the bike safely to and from the stored rooms and ensuring that no damage is caused to the building and paintwork. Staff will be required to accept responsibility both for their own health and safety, and for making good any damage caused to the building. They must also ensure they are responsible for keeping the college clean and tidy.
- Where the bike will be stored will be agreed with the bike owner and the Principal on a case by case basis.
- The college is also looking into whether we can arrange a lockable bike shed for the street outside the front door.

7) Building Systems & Opening Hours

The building will be checked for compliance both before opening every morning (8.30-9am) and after closing evening (6-6.30pm). This means that the college will stick closely to an opening time of 8.55am to enable lessons to start at 9am. This will be reviewed after the first week to ensure there are no bottlenecks at the entrance on opening.

To ensure compliance, the front reception desk will also be manned at all times the college is open.

8) Handwashing

Handwashing, along with distancing, is clearly one of the core requirements for a safe working environment. All staff and students will have emphasised to them the importance of handwashing, and all staff members will be required to monitor student compliance. Special responsibility will go to reception and senior staff to ensure handwashing takes place on entry into the college, and in the public spaces, such as the downstairs kitchen.

9) Social Distancing

There are three distinct groups within the college: staff, students and administrators. In addition, there are other groups, such as visitors and cleaners.

The general policy we shall be adopting for social distancing is that:

The three main groups should maintain a 2m distance between themselves and members of a different group if possible. So, for instance, students and staff should keep 2 metres distant. Likewise students and administrators, and staff and administrators etc.

Within the groups, a 1m+ rule applies. This means that while staff members should aim to keep at least 2m from each other, that number can be reduced to 1m, for instance in meetings. Students likewise should aim to keep 2 metres between each other, but in the kitchen or study room may also reduce the distance to 1m.

Other groups should keep to the 2 metre distancing guidance, although exceptions will be made on a case by case basis. For instance, a cleaner may be required to work relatively closely to students, or parents may be closer to staff, for instance on visits. The distancing guidance should therefore be taken as just that, and not a strictly enforceable rule. However, at no point should there be physical contact between individuals.

10) Entrance

Having completed a risk assessment, the college has decided that there is no reasonable alternative to the single entrance currently being used. Therefore, there will remain a single entrance and exit to the building.

The risk assessment looked at various alternatives to the (current) electronic fingerprint system unlocking a single (glass and wood) door, which is opened using a handle. However, none of the alternatives were compliant with safeguarding and fire safety, so the current system will remain in place. Therefore, the emphasis will be on hand cleaning. A sanitiser station has been placed at a desk in the recess at the bottom of the stairs. The importance of hand cleaning will be emphasised and a behaviour policy for students ensures disciplinary measures are in place for those failing to follow the protocols (see Appendix B).

Other rooms:

Sanitiser stations have now been placed in every room, along with hand wipes at various points (as discussed below). Equally, bins have been placed at various points for waste disposal of tissues and wipes.

11) Professional Cleaning

The college has now appointed a cleaner to be present during the course of the day. They will be taking various breaks at busier times e.g. lunchtimes, but will be on site in shifts, from mid-morning until after the college is closed. They will clean each room in turn, concentrating on door handles, toilets and the bottlenecks.

In addition, every evening, once the college is closed, the rooms will be cleaned thoroughly and waste disposed of.

12) Teaching Rooms: ventilation and distancing

A risk assessment carried out by Joe Mattei and Virginia Maguire concluded that all teaching rooms within Westminster Tutors can be made compliant regarding ventilation and distancing. Even the smallest rooms can be adjusted to adhere to the 2m distancing rule, albeit some by using the door space.

Ventilation is clearly important to help reduce risk. Therefore, the college will aim to ensure all windows work properly throughout the year. Given the nature of the college's sash windows, which warp, expand and contract depending on the weather, a constant review will be conducted throughout the year by senior leaders to ensure that windows are able to be opened. Only rooms with windows that can be opened will be used for teaching. This does raise questions about heating when the weather gets cold. This will be discussed on a room by room basis with individual tutors and staff and the college is currently going through a procurement process for additional heating.

A new Fire Risk Assessment (FRA) was carried out on 18th August by Ago Safety Services. They gave detailed instructions for which doors can be propped out (most of the teaching rooms on the top floor) and which needed electronic releases (those on the stairwells) and how to ensure these arrangements would be compliant (including a strict policy of keeping the doors shut when the rooms are not in use, regular management checks, and a stringent PAT testing regime). The room risk assessment has been updated accordingly. Tutors will be informed of the new systems initially through the distribution of this policy, also at induction for new staff, at the staff meeting in the first term, and individually with the Principal on their first day teaching in person at the college. As almost all the doors will be open when in use the timetable will be arranged to stop one lesson disturbing another. This will be reviewed by senior leaders and administrators when the timetables are put together.

The Fire Risk Assessment also advised on the storage of high-alcohol-content cleaning products and recommended a maximum volume stored at any one time. The general risk from the products was low as many are household products with extremely high combustion temperatures.

The room risk assessment also suggests maximum numbers for each teaching room (see Appendix).

13)Allocated Teaching Rooms

Subject to student numbers, and individual tutor timetables, each tutor will be allocated a single teaching room for each term (and likely the whole academic year). Some rooms may have to be shared by tutors whose timetables do not clash. Tutors who are sharing rooms must ensure the room is left clean and tidy for their colleague.

14)Lesson Protocol for Cleaning

Tutors are responsible for ensuring that basic protocols and policies are adhered to by students in lesson times, and for keeping their part of the room clean and safe. Students are distanced from the tutors with separate tables ideally so that tutor and student are not facing each other. Students are required to clean their tables and the room door handle (if used) at the beginning and end of each lesson using disposable wipes that are provided. Bins have been provided outside teaching rooms.

15)PPE

The current guidelines suggest that masks need not be worn in schools. Therefore, the college will not require anyone to wear masks unless the guidance changes. However, individuals may decide to wear masks and may request that masks are worn by those they take lessons with (either students or teachers). All requests regarding masks should be made to the Principal. The college will provide disposable masks, although we suggest for environmental reasons that tutors and students provide their own cotton masks that should be cleaned regularly.

The college will provide either disposable or reusable gloves to all staff on request.

Additional PPE will also be provided on request, such as visors. All rooms will have sanitiser spray and wipes provided, which will be restocked regularly.

16) Reception

The reception team (Jason Poon and Lu Qian) have decided that they are happy with a socially distanced reception rather than the use of a perspex screen or visors. Therefore, tape has been drawn across the floor reception to demarcate a no go zone, approximately one metre from the desk into the room (so across from the middle of the sofas). Nobody will be able to cross this line, with the exception of tutors collecting printing from their pigeon holes (see below).

Reception staff would not be expected to leave this area except to use the printer and use the toilet/take breaks etc.

As per the visitor policy below, the expectation is that there will be no unappointed visits. Signing in for visitors will therefore be done on a Track and Trace spreadsheet filled in by reception staff.

Only one person may sit on each sofa at a time. Tick and cross signs have been placed to make clear which space can be used. All staff and students are able to use the sofas if a space is available.

17) Separation of Groups

The following policies are intended to ensure that various groups within the college are kept as separate as possible, while being fully aware that social communication and interaction is a key aspect of the pastoral element of college life we are keen to recommence.

Westminster Tutors is small - a maximum of 45 students, and approximately 25 teaching staff and 10 administrative staff (including David Game and his team) at any one time. Therefore, there is not an assessed need to divide the college into strictly segregated bubbles. However, as a policy, the intention is to keep the three main groups as separate as possible: students, teachers, administrators.

These policies are intended to maintain the distance between these groups both physically and as a matter of policy.

18) Toilets

The toilets have now been allocated either to staff (one on each side of the building), students (one on each side) and one toilet, the nearest to the entrance, for students and visitors. Additional sanitary bins have been ordered to ensure a distribution to all groups.

19) Kitchens

It has been agreed that the **downstairs kitchen** will become **student only**. There will be 4 spaces available for seating: one at each sofa and one at each table. Other students may also use the room - e.g. standing and chatting or using the sink, so long as they do not break the 1m+ social distancing rule and the no physical contact guidance.

Students will not be able to prepare food or drinks in the kitchen: all consumables should be brought in and disposed in the appropriate bins. Students must wipe down any surfaces they have used, and should use the hand sanitisers on entering and leaving the kitchen.

The **upstairs kitchen** will become **staff only**. There will be no maximum number - staff are asked to use their discretion regarding distancing and cleaning in line with the Staff Protocol (Appendix C).

Room 17 will become a mini kitchen and administrative area for **David Game and his staff only**.

20) Common Rooms & Alternative Meeting Spaces

No decision has been made yet on the possibility of using one or more teaching rooms as a common room for either staff or students as students are still being enrolled and final numbers have not been confirmed. This policy will be reviewed by the Principal after the first two weeks of term.

21) Study Groups & Mock Exams

Study groups will be formed by the Principal along subject and year group lines. These have both an academic purpose but also pastorally to ensure that there is regular face to face interaction between the students.

Socialising outside the college in large open spaces between all groups will also be encouraged, especially in the autumn and spring when the weather is better. These may be organised on an ad hoc basis, and teachers are being asked to make suggestions for events.

Additional social interaction will occur in PSHCE and sports sessions (see below), as well as informally in the student kitchen/common room.

22) Computers, Printing & Equipment

The computer policy has been changed so that now all staff and students are encouraged to bring in their own equipment. A stringent Portable Appliance Testing regime is being put in place. Students specifically will be required to use their own laptops or computers in the college. The college will decide on the policy for laptops in exams later in the academic year.

Portable Appliance Tests will be carried out in a minimum of two sessions at the beginning of the year to ensure that all personal equipment is safe. Jason Poon will be responsible for monitoring and checking that all computers have been tested.

Staff have now been asked to request the use of a college Chromebook or laptop for the duration of either a term or the academic year. They will be expected to leave the computers in their allocated rooms overnight and not take them home.

The college intends to move over to a paperless policy, predominantly for environmental reasons, but also to minimise the use of the printer. Printing should be kept to an absolute minimum. All printing and photocopying that needs to be done (e.g. exam papers) will be done by Jason on request. The pigeon holes will be allocated to staff and their printing left for them to collect (books and other papers should be stored in the rooms). Photocopying should be kept to an absolute minimum. Staff members should either download material for their students to read, use online resources such as websites, require students to order textbooks, or use photographs instead of photocopies.

Students printing out documents must wait in reception while the documents are printed and then collect them immediately from Jason, who will put them at the end of the table by his desk.

No equipment can be borrowed from reception. Students must have their own pens, calculators etc. For the mock exams, students will not be able to take their exams if they do not have the right equipment. For the real exams, Jason will have some equipment available to lend out that he will then sanitise after use.

The college has recently improved its computer systems so that the wireless network is now at the required professional level. It has been tested to the point we are

confident we could in theory support remote lessons occurring simultaneously in all the teaching rooms.

23) Meetings

The presumption is that all meetings will be held online, including staff meetings and appraisals, parent meetings, and inductions.

Where in-person meetings are necessary, they will be held in Joe's and Virginia's offices, which are two of the larger rooms.

Lesson observations will be carried out in room 6, Joe's office. He will be responsible for cleaning before and after the observations.

24) Social Events

When possible, distanced social events will be held outside, in the parks and other outdoor spaces.

Otherwise, they will be carried out online, e.g. Zoom parties for the whole school with breakout rooms.

25) Study Room

The tables have now been spaced out to form eight individual work stations.

Screens separate the 4 stations down the wall to the left of the door as you go in.

Depending on student numbers and demand, we may also require students to book study sessions with Lu Qian and Jason. Students may also have them written into their timetable with the agreement of their personal tutors.

Students must sanitise their study room station after use - instructions have been placed at every station.

Joe will be responsible for ensuring safety and cleaning standards are maintained at all times.

26) Two Day Absence Policy for Tutors

Based on positive feedback from the tutors, we have agreed that **2** days absence can be taken by tutors for Covid related issues without the need to make up the lesson time. The permission for these days must be sought from the Principal *before* they are taken, and will be granted on a case by case basis. There will be no need for supporting evidence, but tutors must only ask for the absence firstly as an emergency, having exhausted every other reasonable alternative, and secondly if they are genuinely not able either to have the lessons online or rearrange them without suffering a detriment to their other work or mental health.

This policy is intended both to encourage tutors who may be feeling unwell to stay at home, and not feel under pressure to attend college on those days, and support those who have emergencies with, for instance, childcare or sick family members. If possible, tutors who may not be able to have the full lesson but have some limited time

available should instead set work for the lessons missed. This work will generally be carried out under supervision by a member of the administrative staff.

We hope that parents and students understand that this policy is intended for the general benefit of the students as well as the staff members, as supporting the physical and mental health of the teaching staff is ultimately of benefit to everyone in the college. The Principal will ensure that it is in no way abused - our tutors are, of course, responsible individuals.

27)Visitor Policy

All visitors, including those to David Game, must book through reception, giving the names and details of everyone who will be on site. This includes those who are passing the college and making enquiries.

Visitors will be actively discouraged from visiting the college when students and staff are present e.g. office hours. David Game will be encouraged to arrange visits for the weekends.

Room 17 is to be considered as a meeting room for David Game so that any visitors don't use either reception or the common areas.

Prospective students will be asked to visit outside of college opening hours, for instance evenings, weekends or holidays, or when the college is quiet. Initial interviews will take place online.

28)Subject Specific Issues

Art:

Discussions will take place between Joe and Dido about the individual risks associated with the art equipment in her first week in college. The decision has been made to keep the Art Room in Room 4.

Science:

Joe will discuss with all the individual science teachers their concerns regarding safe practice, especially in practicals, during the course of the term. This will likely lead to a decision to undertake all the practicals at earliest after the October half term, or in the Spring Term.

Geography Field Trips:

These will be discussed with individual subject teachers based on guidance by the exam boards.

29)Those Who Fall Sick in College

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If any staff member or student falls ill they must immediately inform Jason, Lu Qian, Joe or Virginia - by staying in the room they are in and calling the college by phone or emailing reception. They must remain isolated, and if they need to use the toilet then a toilet will be allocated to them, which will be sanitised and disinfected before being used by anyone else. The college will help arrange their safe return home (or to hospital if an emergency), and will then engage with the Test & Trace protocols, as per the government guidance.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Any staff or student member who has fallen ill may request the use of one of the college's limited number of home testing kits.

B) Curriculum, behaviour and pastoral support

Curriculum

The college will aim to continue offering a broad and balanced curriculum to all students.

PSHCE

These sessions will now be carried out online or in person in the student groups. There will be no scheduled, regular, time. Instead they will be done more flexibly at various times with various groups, and with the potential for individual tutors to tailor sessions for specific groups.

Sport

Sport will also now be carried out online, in two regular sessions taken by our Sports Supervisor, Helen Wicks.

Those in year 12 and 13 will be required to attend the sessions, unless permission is agreed with the Principal or Director of Studies to miss them or make them up in other ways.

Group sports will be arranged on a more flexible basis in sports halls, at the St. Luke's pitches, or in online sessions.

Behaviour

The college will be requiring students to agree to and sign the Student Behaviour Policy (Appendix B) which sets out clear guidelines regarding distancing, cleaning and handwashing, and ensuring the safety and security of all staff and students.

There will be disciplinary penalties for repeated breaches of the policy, including and up to suspension or expulsion from the college.

All staff members will be required to report breaches of the policy to the senior leaders.

Pastoral Support

Students:

Westminster Tutors is proud of our highly individualized pastoral support, much of it based on regular contact with personal tutors and close communication between staff and with parents. This level of support will continue, tailored to the individual, either remotely or in person.

In order to ensure a high level of pastoral support, we have hired Victoria Moore as a SEND mentor alongside her teaching role. She will be supported by the Principal, previously the lead SEND mentor, to ensure that the change of senior leadership positions does not affect the level of provision offered.

This academic year, the Principal will also be looking to develop the pastoral support offered by individual subject teachers to students.

The college is offering return to school programmes for students, including:

- setting up new students on email
- arranging for new students to meet their prospective tutors online
- early support on UCAS and CAG
- advice on academic preparation
- online pastoral support
- ensuring support mechanisms are in place

Tutors:

The Principal will be consulting with individual tutors about how to make sure the college can offer the teaching staff the pastoral support they need, especially regarding mental health.

C) Assessment and accountability

Exams

The college aims to maintain its high academic levels, including carrying out regular student assessments including mock exams.

It is likely that external students will either be limited or excluded from participating in exams at the college.

Ofsted

Westminster Tutors is expecting an Ofsted inspection this academic year, in line with the policy of checking all independent schools every three years. However, any inspection would be after January, as per the published guidance.

D) Contingency planning to provide continuity of education in the case of a local outbreak

Westminster Tutors has existing structures in place to move relatively easily from in-person to remote learning. However, the college will continue to prepare for the possibility of a local or national lockdown by:

- 1) ensuring all staff and students have the necessary hardware to work remotely;
- 2) ensuring that all software is up to date, and staff are kept aware of the most appropriate software for their subject;
- 3) developing our safeguarding policy to ensure that remote learning is safe.

FINAL NOTE

As noted in the introduction, all the above policies are subject to amendment based on discussions with stakeholders, and there is no 'final version' of the policy - it will be amended and adjusted based on suggestions and experiences. We hope and trust that all staff members, students, employees and parents feel supported to give their honest feedback on how to ensure the college opens and functions safely. Inclusion is at the heart of everything we do: that involves listening to and adapting the college to the needs of all its individual members.

Appendix A: Room Risk Assessments

Room No.	Maximum Number	Hazards/Notes
1	2	Medium sized room. Window opens. Room is on an electronic door release so may remain open.
2	2	Medium sized room. <u>Window needs work to open.</u> Door can be propped open (FRA).
3	5 or 6	Window opens. Door can be propped open (FRA).
4 (Art Room)	3	<u>Needs assessment with Art teacher.</u> Window opens. <u>Door needs fire release mechanism.</u>
Recovery Room		Isolation space for anyone becoming sick.
5 (Study Room)	8	Windows open. <u>Door needs fire release mechanism.</u>
6 (JM's Office)	5	Windows open. <u>Door needs fire release mechanism.</u>
7 (LQ's Office)	2	<u>Window needs work to open.</u> Room is on an electronic door release so may remain open.
8 (VM's Office)	4	Windows good
9 (Corridor Space)		Access to other rooms (not a teaching room)
10	2	Small room. Window opens. Door can be propped open (FRA).
11	2	Very small room – <u>can only be used with door open and student using door space.</u> Door can be propped open (FRA).
Upstairs Kitchen	3	Staff Only. Variety of equipment/access door to 86 side. Window opens. Room is on an electronic door release so may remain open.
12	2	<u>Room shape makes social distancing difficult.</u> Access door to 84 side. Window opens. Door can be propped open (FRA).

13	2	Very small room – <u>can only be used with door open and student using door space</u> . Door can be propped open (FRA). Window opens. White board by student
14 (corridor space)		Access to other rooms (not a teaching room)
15	2	Window opens. Door can be propped open (FRA).
16	5	Window opens. <u>Door needs fire release mechanism.</u>
17 David Game Kitchen/Office		David Game Staff Only
18	5	Window opens. <u>Door needs fire release mechanism.</u>
Entrance		Bottleneck at front door/handle and fingerprint entry system. <u>Entrance doors to reception from stairwell need fire release mechanism.</u>
Reception		Maximum one person per sofa. Dividing line between admin staff and others. Staff may use pigeon holes (1m+) to collect printing. Students should not congregate in the space.
Downstairs Kitchen		Student Only. One person per table and one person per sofa. Students to wipe surfaces after use. Students to bring in own food and drink. Fridge and sink to be cleaned by cleaner.
Toilets		Separated into staff only (2) , student only (2) , student and visitor only (1) .
Corridors		General distancing policy and regular cleaning.
David Game Office		David Game Staff Only. Regular cleaning.

Appendix B:

Westminster Tutors Covid Student Behaviour Policy

Introduction

This policy is intended as a guide for students about how to meet the college standards for safe behaviour when they return to in-person teaching in September 2020. It should be read alongside the college's Covid Policy and the general Behaviour Policy.

Although there are penalties for serious and repeated non-compliance listed below, the guidance has been written in the spirit of advice as much as a list of prescriptive rules. The underlying principle is that all individuals in the college should respect each other's preferences and that no individual should endanger either their own or others' safety.

Students should also be aware of mitigating reasons for others' non-compliance. Individuals may have hidden disabilities or neurological differences which make social distancing rules challenging to follow, for instance. The college ethos is that a positive, tolerant and inclusive approach is adopted. Please do not address other students directly if they are not complying to the rules. Instead speak to a member of staff if you have concerns.

Students are asked to read and sign the declaration form at the end stating that they understand all the policies, and agree to abide by the rules and guidance outlined.

Staff Members

Students may raise any concerns with Covid safety with any staff member. However, the following staff members in particular - senior leaders, the pastoral team, and administrators - are responsible for your safety, so should be informed or consulted first if possible.

Joe Mattei, Principal

Virginia Maguire, Senior Consultant and Director of Studies

Victoria Moore, SEND Mentor & Geography Teacher

Lu Qian, College Registrar

Jason Poon, Exams Officer & Administrator

Disciplinary Process

The disciplinary process will be based on the desire to adapt and amend behaviour, and not to punish. Penalties, or punishments, will be very much a last resort. If students have been reported for breaking any of the rules they will be given a chance to explain the reasons why and discuss with the Principal or senior staff how to avoid any future repeats.

This policy should be read as an appendix to the Westminster Tutors Covid Policy, and all students should read the full policy to ensure they are aware of the full set of policies and procedures.

Note on language:

Policies written as **must** will be the most strictly enforced and should be carried out as a rule.

Policies written as **should** will also be enforced and should be followed, but breaches will likely lead to reduced disciplinary penalties.

The penalties are set out at the end of this policy.

Basic Rules & Guidance

Social Distancing

- The general guidance for distancing in the college is that students should aim to keep **2 metres** between themselves and everyone else, but that **1m+** between themselves and other students is acceptable, for instance in the study room or kitchen.
- Students must not cross the yellow tape demarking separate spaces in the college. This especially applies to teaching rooms and reception.

Physical Contact

- Students should not make physical contact with another person in the college. This includes fellow students.

Equipment: Computers, Pens and Books

- Students must use their own equipment e.g. laptops, pens and books, and must not take any from reception or any other room.

The Entrance

- All students must wash their hands every time they enter the building

Reception

- There is one seating space available at each sofa. Students should not sit down at a sofa already occupied.
- Students should not congregate in reception.

Downstairs Kitchen

- This is a student only area, with the exception of administrative staff who need to use the printer/photocopier.
- The maximum number of students able to sit in the kitchen at any one time is set at 4: 1 at each of the sofas and 1 at each of the tables. Additional students

may use the room so long as they adhere to the social distance and non-contact rules.

- Students should bring in their own food and drink and not prepare either of these in the common areas.
- Students must clean any surfaces after use.
- Students must wash their hands with sanitiser or soap and water on entering and leaving the kitchen area.

Teaching Rooms

- Students must wipe down their desks at the beginning and end of every lesson using the disposable wipes, and put the wipes in the bins provided.
- Students must use hand sanitiser at the beginning of every lesson.
- Students should adhere to the preferences of the individual tutor regarding seating and safe communication.
- Students who have concerns over the behaviour of their tutors should contact either the Principal or other senior leaders (e.g. the Director of Studies, College Registrar or their personal tutor or mentor) if, for instance, there was an intentional breach of social distancing.
- Students should also contact the Principal if they have concerns over their teaching room and its compliance with the Covid Policy.

Study Room

- Students must adhere to the social distancing and non-contact policy in the study room.
- Students should not consume food or drink in the study room.
- Students must wipe clean their station before and after use.
- Students should use sanitiser on entering and leaving the room.

Toilets

- Students must only use the student toilets (labelled as such).
- Students must wash their hands or use sanitiser after using the toilet.
- Students should report any issues with the toilets, e.g. cleanliness, to either reception or a senior leader.

Sickness

- Students must not attend the college in person if they are feeling ill with any Covid related symptoms (including temperature, loss or change of sensations such as taste or smell, shortness of breath, sickness or nausea, muscle aches, new skin conditions).
- Students should not attend college with any other new illness until they have spoken directly to the Principal or Director of Studies or their mentor or personal tutor. The NHS advises that students may attend college with a cold, but please do speak to a member of staff before travelling in.
- If students feel ill in college with any Covid symptoms, they should remain where they are and call college reception on 0207 584 1288. If they do not have the college phone number, they should immediately inform the nearest

available teacher or administrator. The college protocols for addressing illness are set out in the full Covid Policy.

Masks

- Students are not required to wear masks in the college, unless there has been a specific request from one of their tutors. Students are able to request with the Principal if they would like their tutors to wear masks.

Outside the College

- If students are engaged in college activities e.g. social outings or sports, they must adhere to the policies as described above and in the full Covid Policy.

Disciplinary Process and Penalties for Breach

Student behaviour at Westminster Tutors is on the whole excellent, and the following disciplinary process has been written in the expectation that all students will adhere to the guidance in the spirit in which it was written. Mistakes may be made, and there is no desire to revert to a draconian disciplinary regime. The disciplinary process will only occur for either intentional, malicious or repeated breaches, and students will always be given the benefit of the doubt regarding context.

All initial breaches will be referred to the Principal for a disciplinary meeting. At this meeting the student will be given a chance to explain how or why they broke the rules. Only very serious breaches will incur an immediate penalty. At the end of the meeting the Principal will set out clear guidance for the student about further behaviour, and will notify them of the potential penalties.

If the student is reported for a second breach, of either the same or a different rule/policy, then the Principal will use his discretion regarding the penalty, using the following list as a guide. The list is not intended to be comprehensive, and the circumstances may dictate lesser or stronger penalties.

At the second disciplinary meeting the student will again be given the chance to set out the circumstances of the breach and if necessary, evidence will be taken from other students, teachers and other staff before the Principal reaches his decision on necessary further action. All details will be recorded, and for very serious breaches a secondary staff member will take minutes of the proceedings.

Penalties For Repeated or Serious Breaches

- 1) Repeated infraction of a 'must or must not' rule despite clear guidance at the first disciplinary meeting may result in an instant one-week suspension from the college. Parents will be informed. Lessons will instead be carried out online.
- 2) Repeated infraction of 'should or should not' rules, despite clear guidance at the first disciplinary meeting may result in a suspended one-week suspension and parents informed of the breach. A suspended penalty means that at further breach the student will immediately incur a one-week suspension without any further disciplinary meeting necessary. Lessons will instead be carried out online.

- 3) If on return to college after a suspension, a further breach occurs, either of a 'should' or a 'must' rule, then the Principal reserves the right to move the student to online only lessons for the remainder of their course.
- 4) If at any point there is a very serious breach of the policies, or if the student's behaviour is considered to have endangered the safety of another member of the college, then the Principal reserves the right to immediately suspend or expel the student from the college, as per the college Behaviour Policy.

Declaration

Name of Student (Please print name): _____

I have read the Westminster Tutors Covid Policy and the Appendix Student Behaviour Policy. I agree to carry out the rules and guidance as listed, and understand the penalties for breaching any of the rules.

Signed: _____

Date: _____

Appendix C:

Westminster Tutors Staff Protocol

Introduction

The following protocol has been written for staff members very much with the purpose of offering general guidance to staff for behaviour within the college. There is no set disciplinary process for breaches but staff members are under a duty to read both the Covid Policy and this protocol and inform the Principal if they disagree with any aspect of its approach, or guidance set out within it.

The Policy itself sets out in detail the college policies regarding Covid, and this Appendix should be read as a brief summary of some of the most pertinent points.

Social Distancing

- Staff members should aim to adhere to a 2 metre distance rule between staff and students/staff and administrators and a 1m+ rule between staff and other staff. There should be no physical contact between any individual on college premises.

Sanitiser Use

- Staff should use sanitiser regularly - especially every time they enter the building, after using the toilet and whenever they have touched any surface outside their classroom.

Teaching Rooms

- Staff are responsible for keeping their rooms clean and tidy and informing the administrators if their room needs extra cleaning.
- Staff may keep certain doors propped open during the day (see individual room risk assessment), but they must close the door when the room is not in use.
- Staff are responsible for making sure students comply with the cleaning and distancing rules and informing the Principal of student breaches.

Equipment

- Staff should follow the guidance for equipment use in the full policy (including books, computers, phones etc.), generally keeping everything in their teaching room and not leaving equipment (e.g. laptops) in the common areas.
- Staff must only use electronic equipment that has been tested (Portable Appliance Testing), and this especially applies to phone or computer chargers - the most likely cause of a fire in the building.

Upstairs Kitchen

- Staff should adhere to the cleaning and distancing rules in the upstairs kitchen - wiping down any equipment or surfaces used and washing hands regularly.

Printing and Paper

- Staff should try to minimise the use of printing. If a document *has* to be printed then it should be sent to Jason who will print it out and store it in the allocated pigeon holes (collecting the printing is an agreed breach of the general staff/administrators distancing rule).

Masks & PPE

- Masks need not be worn in college but can be worn both by staff, and the student they are teaching, on request with the Principal. All reasonable PPE requests - e.g. gloves - will be carried out.