

Your Peace of Mind Guarantee

Short Courses

After the disappointment of 2020, we are excitedly planning our Spring and Summer Schools in 2021. We are planning for the programmes to go ahead as normal, however, if they are cancelled due to official UK government COVID-19 restrictions, or you have to cancel your place due to official government COVID-19 restrictions in your country, please rest assured that we will be flexible in our cancellation policy.

If official government restrictions prevent your child from travelling, please inform us as soon as possible that you would like to cancel your place on the programme and you will be offered the following three options:

- 1. To defer your start date to a later start date in 2021 (if there is one).**
- 2. To defer your 2021 place to Spring or Summer School 2022. Your place will be offered at 2021's fees.**
- 3. To cancel your place completely and to receive a full refund minus any bank or transfer charges.**

The same options will be offered to you if we have to cancel all, or part, of the programme.

During the next few months we will closely follow guidance given to us by both The British Council and English UK as well as Public Health England and the UK government. We will ensure that our School is a safe place in which our students can live and learn. Prior to both Spring and Summer School starting, thorough risk assessments of all boarding and other school facilities will be updated and made available on the school website and we have lots of preventative measures that we can put in place if we need to.

Possible Preventative Measures

1. Transfers are included in our fees. Your child will be transferred to School by taxi, minibus or coach. The driver and any accompanying members of staff will wear face coverings and hand sanitiser will be provided. Social distancing measures will determine how many students are in each vehicle.
2. Your child (and all Spring and Summer School staff) will be tested for COVID-19 on arrival at School.
3. We will group our students carefully to minimise contact between individuals. Students will belong to both a household bubble and a School group. School areas will be designated to specific groups, in busy areas, and where possible, we will implement a one way system and stagger mealtimes and breaktimes
4. All students will have their temperature taken at the start and end of each day.
5. Face coverings will be compulsory at School while moving around in communal areas, however, they will be optional in classrooms.
6. We will ensure students and staff clean their hands thoroughly and frequently at the sanitisation stations around the School.
7. We will promote good respiratory hygiene by promoting 'catch it, kill it, bin it' and posters will be displayed around the School.
8. We will introduce enhanced cleaning schedules for all areas of the School and boarding houses.
9. Students and staff will be reminded regularly about the importance of social distancing.

Protocol if staff or students start to display Coronavirus (COVID-19) symptoms

As we will be taking temperatures regularly we will pick up on any suspected cases very quickly. We will engage with the government's Track and Trace system as well as engaging with Public Health England and take advice from local health authorities. We will arrange for an NHS Coronavirus (COVID-19) test to be administered to all students in the affected bubble as soon as possible. Students with a positive test result will isolate in a single occupancy room. We will ensure that any staff members who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. Staff will be on hand to provide full medical care and pastoral support during this time along with regular visits throughout the day, delivering meals and other provisions to them.

Student Wellbeing

The safety and wellbeing of our students is, and always will be, our number one priority. Our staff will work together to ensure that every pupil's individual physical, mental and emotional needs are identified and met. We will keep in close contact with parents and educational agents and make sure that you are well informed every step of the way.

If you require any further information or have any questions about this document or anything else, please do not hesitate to contact Emma Jennings, Director of Summer School, on director@millhillsummer.school or by telephone at: **+44 (0)203 826 33 55**