



## Covid-19 Return to School Handbook for Pupils

We are so happy to have you all here at The Mount, Mill Hill International.

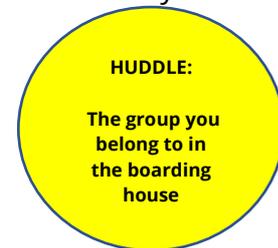
Welcome back to our returning pupils and welcome to those pupils who are joining us for the very first time. We realise that for some of you the return to School may be one filled with worries and concerns given the current situation with COVID-19, but we want you to know that we have been working hard over the last few months to put in place measures at School that will keep you safe and well and at the same time allow you to experience the full range of exciting opportunities that being a Mount, Mill Hill International pupil can offer you.

This handbook details the measures that we have put in place.

### PREVENTATIVE MEASURES

#### Minimise contact with those who are unwell

- Pupils who are feeling unwell at home, or in the boarding house, with COVID-19 symptoms **must not attend School**. Any pupil with a member of their household, or their 'huddle' in boarding, showing these symptoms **must not attend School**. Any pupil who has been notified as a close contact of someone with COVID-19 by the NHS Test & Trace service **must not attend school**.
- Symptoms that indicate a possible COVID-19 infection include:
  1. High temperature (37.8oC or more)
  2. New continuous cough
  3. Loss or change in taste or smell
- Members of staff at the Mount, Mill Hill International will also follow the same rules.
- Visitors to the School will be allowed by appointment only. On arrival at School, visitors must have their temperature taken, give their contact name and telephone number for the purpose of the NHS Test & Trace service, wear a face covering and sanitise their hands. Visitors will be expected to maintain a 2-metre distance from all members of our School community and follow our one-way system through the School.



#### ARRIVAL AT SCHOOL AND DEPARTURE FROM SCHOOL

- **Boarding pupils** should walk down Milesplit Hill and arrive at School between 08:00 and 08:15. You should walk by yourself or in a maximum group size of 2 (in huddles) and you should be aware of other people on the pavement and allow for social distancing.
- **Day pupils** who travel by car should be dropped off at the front of the School. Your parents/ drivers should not leave the car unless they have an appointment with a



member of staff. If this is the case, they should go to the main reception and follow the same visitor protocol.

- **Day pupils** who travel by public transport must let Miss Proudlove know their journey details. If there is another way for you to travel to School (walk, cycle, travel by car) this would be better. If not, don't worry, just please follow these rules when you are on the bus/train: (<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport>)

- **All pupils** should enter School through the main reception where the newly installed thermal imaging camera will record your temperature.



Your recorded temperature will then be emailed to Miss Sweeney who will keep a record of it. You should then wash/sanitise your hands and walk through School using the one-way system to your bubble's common room, or if appropriate, go directly to your tutor room.



- **Pupils who arrive wearing a face covering** should either dispose of it, or store their reusable face covering in a sealed plastic bag. We will provide pouches on lanyards for your re-usable face coverings.



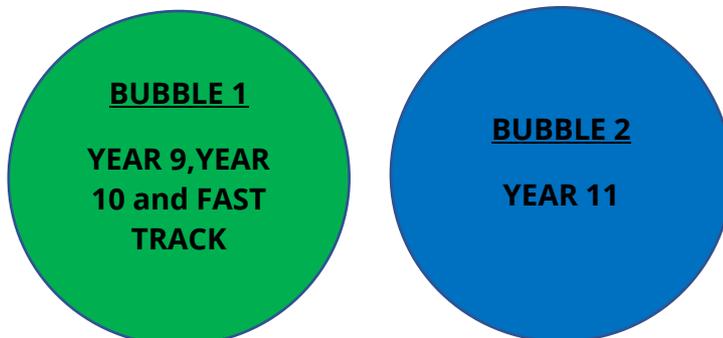
- **At the end of the day**, you will leave School through the main gate. Your departure times will be staggered as follows:

1. Year 9, Year 10 and Fast Track to leave by 16:35
2. Year 11T to leave by 16:40
3. Year 11O to leave by 16:45

- **At the end of the day**, day pupils should be collected from the front of the School. Boarding pupils should walk back up Milesplit Hill in groups of no more than 2 (in their bubble) and again be aware of other pedestrians and allow for social distancing.

## BUBBLES AND GROUPING

- We will divide all of you into two different School bubbles:



- Each bubble will be kept as separate as possible and you will be expected to maintain a 2-metre distance from pupils in a different bubble.



- Movement around the School will be via a one-way system which will help you to socially distance. The one-way system will be clearly marked on the floor and you should try your best to follow it at all times.
- Members of staff will maintain a 2-metre distance from you at all times.

## FACE COVERINGS

**TO QUEUE:**  
To form a line while waiting

- You need to wear a face covering in the following situations:
  1. While moving along corridors, where bubbles may not be socially distanced between one another.
  2. While queuing for entry into the dining room
  3. When travelling on public transport or on the School coach.
- Please sanitise your hands after putting on or removing your face covering and store it in your sealed plastic bag when you are not wearing it.
- We recommend that you wear a reusable face covering instead of a disposable one to limit the impact on the environment.

**REUSABLE:**  
Can be used again and again

**DISPOSABLE:**  
Designed to be thrown away after one use

## HYGIENE

- If you cough or sneeze, please use a tissue and then put the tissue in the bin. If you haven't got a tissue, please cough or sneeze into your elbow. Please sanitise your hands afterwards.
- We will remind you of all of this through posters displayed in and around the School.

## SCHOOL UNIFORM

- You should wear your School uniform as follows: trousers/skirt, white shirt, grey jumper and smart polishable black shoes. There is no need to wear your blazer or tie as these are not easily cleaned.

**BLAZER:** A jacket worn by schoolchildren

## MOVING AROUND THE SCHOOL

- Please follow our one-way system.
- **In the main building**, you should enter using the black door next to the Deputy Head's Office. The backstairs are to be used to go upstairs. Once upstairs, there is a one-way system from Cozens, to Jackson to Pond (the names of the classrooms on the top floor). You should then use the main staircase to go downstairs and to exit the building please use the glass door in reception.

**ONE-WAY SYSTEM**





- **In the dining room block**, you should enter the building through the main entrance (door 1). The one-way system takes you from Music, to Art and Design & Technology. To exit Art and Design & Technology, you should go through door 2 and through the dining room to exit the building through door 3. If you need to go from Art to Music, you can by first going through door 2 and coming back to Music through door 1. If you are leaving Design& Technology, you can do so by using the stairs near the old library.
- **To leave the dining room**, you must do so through door 3.
- **In the Science block**, if you are going to the Physics classroom you must only use the stairs if there are no pupils on them who are waiting to enter the Chemistry and Biology laboratories. If there are pupils waiting, please line up at the bottom of the stairs leading to the Chemistry laboratory. Once the stairs are clear, you can go up. When leaving the Physics classroom, your teacher will dismiss you when it is clear to do so.
  - Where possible, you should enter the classroom immediately, rather than queuing outside it.
  - Please remember to sanitise your hands frequently when moving around the School and touching banisters and door handles. You can do this at the newly installed sanitising stations.

**SANITISE:**  
Make clean  
and  
hygienic

**FACILITIES:**  
School  
equipment

## BUILDINGS AND FACILITIES

- All of our buildings and facilities underwent a health and safety check before you arrived. We also carried out a full risk assessment of the School which you, your parents, agents and guardians can find on our website.
- **Classrooms** have newly installed sanitising stations in them along with new pedal bins for waste disposal. Each classroom has been arranged to ensure social distancing of 2-metres between you and the teacher and to allow for as much distance between you and the next pupil as possible. When you arrive in the classroom, please sanitise your hands, your desk and your chair and please sit in your designated place. Please do not move the chairs around the classroom. You will work either on your own or in a group of 2 and using your iPad should minimise the need to share equipment. If you share specialist equipment in subjects like Art, Design & Technology or PE, the teacher might need you to sanitise it after. In the classrooms, doors and windows will be open to allow for effective ventilation.

**USE YOUR  
iPad**



**Common Rooms** will be separate for each bubble:

### **BUBBLE 1**

**YEAR 9, YEAR  
10 and FAST  
TRACK**

### **BUBBLE 2**

**YEAR 11  
PUPIL  
COMMON**



- In the Common Rooms please do not move the furniture around, do not touch your peers and please remember to sanitise your hands and anything that you touch frequently.
- In addition to the Common Room, you may use the outside space at break times and lunch time. We will let you know which outdoor area is designated for your bubble once the term starts.

PEER:  
Classmate

SITTING: A  
scheduled  
period of  
time in  
which a meal  
will be

- **The dining room** has been set up to ensure social distancing. Please sanitise your hands before eating and wear your face covering while queuing up and while being served. Once you have been served, you may remove your face covering and sanitise your hands again. Please store your face covering in your sealed plastic bag.
- **There are 2 sittings for lunch** and between each sitting the dining room tables and chairs will be sanitised:

## BUBBLE 1

**YEAR 9, YEAR  
10 and FAST  
TRACK**

## BUBBLE 2

**YEAR 11  
12:20**

- **At break times** each bubble will be allowed into the dining room to pick up a snack and a drink. Please sanitise your hands after doing so. To enter the dining room, go through door 1 and to exit go through door 3.
- **Each bubble will have their own toilet block and changing facilities:**
  - BUBBLE 1 BOYS' TOILETS** – Toilets next to the dining room
  - BUBBLE 1 BOYS' CHANGING ROOMS** – Changing room in the gym
  - BUBBLE 1 GIRLS' TOILETS** – Toilets next to the dining room
  - BUBBLE 1 GIRLS' CHANGING ROOMS** – Toilets next to the dining room (store your belongings in your common room)
  - BUBBLE 2 BOYS' TOILETS** – Toilets next to Amberley
  - BUBBLE 2 BOYS' CHANGING ROOMS** – Toilets next to Amberley (store your belongings in your common room)
  - BUBBLE 2 GIRLS' TOILETS** – Toilets next to the pupil common room
  - BUBBLE 2 GIRLS' CHANGING ROOMS** – Toilets next to the pupil common room (store your belongings in your common room)
- We'd like to minimise the amount of changing that you do at School, so if you have PE you can come to School on that day wearing your PE kit. If you have an after School or lunchtime activity you can get changed at lunchtime or after School. If the activity allows it, you can wear your School uniform with a pair of trainers instead of getting changed.



## GAMES and PE

- Games and PE will both take place at MMHI (The Mount, Mill Hill International). Please wear your full Mill Hill tracksuit including your tracksuit bottoms.

## MUSIC

- Choirs of more than 15 and wind/brass group music activities cannot take place at the moment. More guidance relating to music provision will be given to you from Miss Rotchell.

## CO-CURRICULAR PROGRAMME

- All co-curricular activities will take place at MMHI. More guidance relating to co-curricular provision will be given to you from Mr Bedford and your Tutors.



## CHAPELS, ASSEMBLIES and TUTORIALS

- Chapel, assemblies and tutorials will all take place as follows:

WEEK A					
BUBBLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BUBBLE 1 (9,10 & FT)	Chapel	Tutorial	Assembly	Tutorial	Tutorial
BUBBLE 2 (11)	Tutorial	Assembly	Tutorial	Tutorial	Tutorial

WEEK B					
BUBBLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BUBBLE 1 (9,10 & FT)	Tutorial	Assembly	Tutorial	Tutorial	Tutorial
BUBBLE 2 (11)	Chapel	Tutorial	Assembly	Tutorial	Tutorial

## REGISTRATION

- On days when you have tutorials and assemblies, morning registration will take place in your tutor groups.
- On days when you have Chapel, we will register you in lesson 1.
- Registration will be done using your smart card which you simply need to tap on a card reader near the teacher's computer.



## SCHOOL EVENTS AND TRIPS

- For the Autumn term (September to December) we will decide on a case by case basis which trips and events can take place. Decisions will be made in line with the UK government's COVID-19 alert system. As the alert level decreases the events/trip calendar will be reviewed.

## CLEANING



- All areas of the school will be cleaned more thoroughly and regularly and the recently installed sanitising stations will be used by both staff and pupils. We will promote the catch it, bin it, kill it approach. Posters will be placed around the School to remind you to regularly sanitise your hands, keep socially distanced and to sneeze or cough into either a tissue or your elbow.

## REACTING TO A COVID-19 CASE AT SCHOOL

- If you start to feel unwell at School with a persistent cough, high temperature or you lose your sense of smell or taste, we will move you to the medical room and we will show you which toilet you can use. We will then inform the Head Nurse at Mill Hill School Medical Centre who will come to MMHI to look after you.
- If you are a day pupil, the School nurse will look after you until your parent/guardian can come to School to collect you and take you home.
- If you are a boarding pupil, the School nurse will look after you until you can return to your boarding house.
- If a pupil, or a group of pupils, is told to self-isolate, don't worry, you will still be able to attend lessons from either your home or the boarding house using Microsoft Teams.

**SELF-ISOLATE:** To stay at home and not leave your house

## YOUR WELLBEING

**WELLBEING:**  
The state of being comfortable, well and happy

- Pupil wellbeing remains our top priority and every member of staff will work together to create a safe, friendly and welcoming School for you to live and learn in. We will ensure that in the first few days we are there to talk you through the measures that we have put in place and to answer any questions or concerns that you may have.
- If you are worried about something or you feel that you need extra support, please tell us. There are lots of people that you can talk to. Your tutor, housemaster/housemistress/ house parent, teachers, Deputy Head and Head Teacher along with all the support staff are here to help you solve any problems that you might have and will be happy to help wherever they can.