

The British School in Tokyo

Return to School in August 2020



Welcome back to school! We are looking forward to seeing all of our students and teachers back on campus, ready for the 'new norms' that we have put in place for Term 1 2020/2021.

To help everyone to prepare, here is an overview of the critical points that you need to be aware of. The following represents an update to our more detailed Return to School Guidelines published in June and is based upon our experience of staggering campus reopening at the end of the last school year.

Preparing your child for their return to school

BEFORE SCHOOL

Complete a Health and Travel Declaration Form for each child by 28th August.

All Staff: <https://tinyurl.com/bststaffform>

Primary Parents: <https://tinyurl.com/bstprimaryform>

Secondary Parents: <https://tinyurl.com/bstsecondaryform>

BEFORE YOU LEAVE FOR SCHOOL IN THE MORNING

Please take your child's temperature and record it on the form below. If the temperature is higher than 37.5°C, and/or with any of the following conditions, please do not send your child to school and instead, seek medical advice from your doctor.

Health sheet: <https://tinyurl.com/bsttempcheck>

Additionally, please do not send your child to school if they have:

- Flu-like symptoms of dry cough, breathing difficulty, nasal congestion, runny nose or sore throat, with or without fever.
- Close contact of a confirmed COVID case in the last 14 days.
- Attended an event associated with a known COVID outbreak.

Please see the school's Policy for unwell students, staff and family members for more information.

Policy: <https://tinyurl.com/c19policy>

Suspected Cases Protocol: The school will follow Ward Office directives in the event of a COVID case within the BST community. Isolation rooms have been set up on campus.

What to bring to school

A Face Mask
It is **compulsory to wear a face mask** in all public areas, when entering and exiting the school and including lessons except for PE/Sport. Students must bring a spare mask in a ziplock bag. Used masks should be taken home for disposal.

Hand Sanitiser
Will be available at school, but students may bring in a small bottle of their own. We would also encourage students to bring wet wipes to sanitise their table after eating in classrooms. All classrooms have sanitising packs and disinfectant which will be used to wipe tables before every lesson.

All students should bring their **own** stationery pack and pencil case.

A packed lunch, snack box and refillable water bottle for use during the day.

How to dress for school (school uniform)

Given the hot weather and the need for masks to be worn, students in both Secondary and Primary can wear their **PE kit or House polo shirts and trainers until half term**. Once the weather starts to cool, we will review the situation with a return formal school uniform worn from the second half of the term onwards.

Changing facilities will not be available for Secondary students, so if they have PE on that day, they must come to school in PE kit/House Shirts.

Food and water at school



FOOD

Due to health and safety restrictions, please ensure that your child has adequate food for the school day.

- Food will be eaten in classrooms or large spaces. There will be NO eating/sitting in the Showa Cafeteria at the start of the term although this will be reviewed in due course. Classes will be fully ventilated, and students spread out across a series of classrooms and larger communal areas when eating.
- Year 12 and Year 13 students will not be allowed to leave campus during lunchtime. This will be reviewed as the half term progresses.
- NO food deliveries/takeaways are allowed on campus.
- All containers will be disposed of in centralised disposal areas, and tables/desks must be wiped down after each snack/lunch break.

WATER

- All students should have a reusable water bottle clearly labelled with their name and class on it.
- There are refill water stations on both campuses.
- Single-use plastic water bottles should not be brought on campus.
- All water fountains have been fitted with taps for refilling your child's reusable water bottle, so there will be no direct drinking from the fountains.

Personal hygiene and responsibility to others

Masks must be worn at all times. Including when entering and exiting school, moving around from class to class and during lessons except for PE/Sport. Students should bring a zip lock bag to put their masks in temporarily during exercise.

Masks should not be discarded in bins or left at school. Discarded masks should be stored safely in a school bag or plastic resealable bag (not left on the desk or floor) and taken home for disposal.

Any masks left lying around will be disposed of due to health and safety reasons.

Regularly wash hands with soap and water or use hand sanitiser in the classrooms and common areas.

Avoid touching your face, especially eyes, nose and mouth.

Students must not share food/drinks, utensils, clothing or any other personal belongings.

Toilet access will be limited to allow for physical distancing.



Extra-curricular and co-curricular activities

The majority school activities will resume soon after the start of term with masks, temperature checking and sanitising overseen by supervising staff. Some activities in Music and PE will not return this half term, including singing and wind instrument activities in person.

We are investigating ways of using virtual activities instead.

School sports teams will resume training, but inter-school sports competition and tournaments with other schools are unlikely to take place before October as agreed with the Kanto Plains and JCIS schools.

Local, national and international trips will not take place this term, but those scheduled for later in the year will be reviewed in the coming months.

Residential and experiential weeks will not take place in Term 1, but those scheduled for later in the year will be reviewed in the coming months.

Live peripatetic lessons will not take place during school time on campus but will be facilitated via online methods during the first half term.

The School Day

All students, staff and parents will undergo a temperature check on entry to the school campuses.

To ease the flow of traffic, the start and finish times for Primary and Secondary will be staggered slightly as follows:



NURSERY

Drop off: 9:00am Main Front Entrance
(parents / guardians can come to the classroom)
Pick up: 3:00pm
(parents / guardians to collect from the classroom)

Week 1: 9:00am - 12:00pm (No lunch)
Week 2: 9:00am - 1:00pm (Lunch)
Week 3: 9:00am - 3:00pm (Full days start week 3)

Monday 31st August will differ and information will be sent separately.



RECEPTION

Drop off: 8:45am Main Side Entrance
(parents / guardians can come to the classroom)
Pick up: 3:10pm
(parents / guardians to pick-up from the classroom)

Monday 31st August will differ and information will be sent separately.



YEAR 1

Drop off: 8:30am
Back Gate Entrance for all walking or taking public transport.
Pick up: 3:15pm
Pick-up from grey brick area. Please use the Main Side Entrance.



YEAR 2

Drop off: 8:45am
Main Front Entrance
Pick up: 3:20pm
Main Front Entrance



YEAR 3

Drop off: 8:30am
Main Front Entrance
Pick up: 3:30pm
Main Front Entrance



YEAR 4-6

Drop off: Between 8:30am to 8.45am
Main Gate
Pick up: 3:30pm
Main Gate



YEAR 7-11

Arrival: Between 7:45am and 8:15am
For Period 1 to begin at 8:30am
Finish: 3.45pm



YEAR 12-13

Arrival: Before the start of their first lesson of the day.
Finish: After their final lesson of the day/Tutor Period.



Siblings can be dropped off at the same time on both sites.



Car drop off is the Main Entrance for all year groups at Shibuya campus.



Each morning, on arrival, all students should make their way directly to their home classroom (Primary), Period 1 room (Secondary).



For Secondary students on 31st August, all students should go to their tutor room on arrival at school.



New students starting school on 31st August should go to the Reception counters at either campus at the designated time where a member of staff will meet them.

The routine on entering and exiting campuses

- All students, staff and visitors must wear a mask when entering/exiting the campuses.
- Everyone entering both campuses will be subject to a temperature check and hand sanitising. Anyone with a temperature higher than 37.5°C, and/or with any symptoms or have been exposed to COVID-19 patients will be escorted to the isolation room on either campus.
- Please follow signage when accessing campus and maintain physical distancing.

To allow for easy exiting at both campuses, please use the following entry and exits:

Shibuya Campus

- **Nursery and Reception:** Main Front Entrance and collect from the classroom.
- **Year 1:** Enter via Main Side Gate and please wait at the grey brick area.
- **Year 2 and Year 3:** Main Front Entrance.

Showa Campus

- **All year groups** enter through the main Reception entrance and exit the building at the side exit next to the stairwell.

Physical distancing while in school



Wear masks at all times indoors.



Observe markers in common areas, elevators and toilets.



Observe the flow of traffic markers in corridors and stairwells.



No handshakes or other physical greetings.



No eating face to face with another person at all times indoors.



No congregating in large groups at all times indoors.

Secondary students should bring a backpack to carry around the books they need for the whole day so that locker use during the day is not required.

Absence from school

Although the school will continue to check attendance and reasons for absence, please inform us if your child will be absent from school, so that the teachers are aware. Please email the relevant administration team at the following addresses so that this can be logged centrally or to telephone the reception at either campus.

Secondary: secabsence@bst.ac.jp

Primary: priabsence@bst.ac.jp

- if your child is in Japan or otherwise
- if your child is in quarantine
- If your child is in self-isolation due to COVID symptoms

Online learning support/home learning provision will be provided if required, and you will be contacted regarding the arrangements.

Visitors to school

Visitors will only be allowed on campus with prior approval from the Principal and subject to the completion of Visitor Health and Travel Declaration Forms.

Visitors: <https://tinyurl.com/bstvisitorform>

Any questions?

If you have any questions about your child's return to school, or the summary guidelines outlined above, please contact any of the following who will be happy to answer your questions.

Paul Tough (ptough@bst.ac.jp)

James Thomas (jthomas@bst.ac.jp)

Fiona Read (fread@bst.ac.jp)



THE
BRITISH SCHOOL
IN TOKYO