



Trafalgar Castle
School

Return to School Plan 2021-2022



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“We have been guided by a commitment to challenge her mind, strengthen her voice, and nurture her heart, for this Mission remains central to who we are and what we stand for as a community.”

Head of School Message

It’s that time of year again when summer plans come to an end and the transition back to school begins. I suspect many of us feel a level of frustration or disappointment that we are entering our third school year of COVID-19 at the Castle. I’m here to assure you, however, that Trafalgar’s never-ending supply of resilience, determination, and a sunny outlook will chase away any storm clouds lingering overhead. While we may not be "back to normal," we will endeavour to bring joy in learning to every student despite the challenges we face.

In preparing for this new school year, we draw on 18 months of experience in pandemic learning. The protocols and safeguards we know work will be continued. Some restrictions from last year are being lifted by the Province but we will manage these changes carefully, always placing the health and safety of our students, faculty, staff, and families front and centre.

A high vaccination rate amongst faculty, staff, and eligible students will be our first line of defense against COVID and is essential to the safety of our younger students and others who cannot be vaccinated for reasons of age or medical exemption. Vaccination is mandatory for faculty and staff, and we expect eligible students to be vaccinated. If you have any questions or concerns please contact Nurse Michelle.

On a positive note, there is much to look forward to this fall as we work to strengthen our community, continue our work to make our school inclusive and welcoming for all, and celebrate the everyday joys that fill our lives.

Sincerely,

Dr. Leanne Foster
Head of School



Guiding Principles

In planning for our return to school, we are guided by the following principles:

- » During this time of challenge and change, we remain committed to our values of:
 - Determination;
 - Imagination;
 - Resilience;
 - Kindness; and
 - Insight.
- » The health, safety, and emotional well-being of our students, staff, faculty, and community is paramount. As such we will meet or exceed government and public health guidelines concerning safety and support in schools and in the workplace;
- » School spirit is an expression of our shared identity. Even in the face of adversity, we commit to celebrating our history, our traditions, and the Trafalgar sisterhood;
- » We will strengthen our community through acts of kindness, consideration, and care for one another;
- » We will be prepared to move to a distance learning environment quickly and with minimal disruption to learning should the Ministry of Education or Public Health order school closures in the region; and
- » We recognize the year will bring unforeseen challenges. We will communicate our concerns and address each challenge with respect, honesty, and transparency, seeking solutions that serve our community.

CHALLENGE
her mind.

STRENGTHEN
her voice.

NURTURE
her heart.

Vaccination & Mitigation Strategies

Student Vaccination

- » It is mandatory for all students to include their COVID-19 vaccination status on the Student Health Information form; and
- » While not mandatory at this time, **it is an expectation of the School that all eligible students will be vaccinated against COVID-19** in order to protect the health and wellbeing of those members of our community who cannot be vaccinated, including our youngest students.

Physical Distancing

- » Physical distancing between individuals where possible;
- » Signage to remind students and staff to physically distance;
- » Assignment of entry doors, classrooms, and washrooms by grade;
- » Removal of unnecessary furniture from classrooms to allow for physical distance;
- » Reconfigured classroom set up to allow for more space between desks;
- » Changes to classroom instruction, group work, and activities to accommodate increased distance between students;
- » Limiting student assemblies and large gatherings; and
- » Limiting access to school buildings.



Health and Hygiene

- » Encourage vaccination of all eligible students;
- » Daily COVID-19 symptom screening of students and staff;
- » Instruction and support for healthy hygiene practice (e.g., hand washing, mask protocol, coughing etiquette, etc.);
- » Mandatory use of masks inside the school building;
- » Delivery of prepackaged snacks and lunches direct to classrooms;
- » Scheduled daily outdoor time for learning and leisure; and
- » Strictly enforced return to school guidelines following illness.



Building Controls

- » Enhanced cleaning of high-touch surfaces, washrooms, and common areas;
- » Installation of touchless entry/exit doors;
- » Installation of additional touchless water bottle filling stations;
- » Placement of hand sanitizing stations throughout the School;
- » Disinfection of desks and other work spaces before and after use;
- » Increased circulation of fresh air in classrooms and common areas;
- » HEPA air filters in classrooms; and
- » Outdoor classroom and seating areas to support safe socializing.



Start of Year Arrivals

Return to Campus for Boarders

Boarding will open to students on **Tuesday, September 7, 2021**. Detailed plans for boarding, including quarantine requirements, have been provided separately to boarding families. All boarders entering Canada must complete the government mandated 14-day quarantine prior to arriving on campus unless otherwise exempted by Canada Border Services Agency on the basis of vaccination status.

Any boarder who has completed the 14-day quarantine may move into boarding on or after September 7th by appointment.

Return to School

On **Tuesday, September 7 from 3 to 4:30 p.m.**, all students will participate in a virtual orientation. Students will have the opportunity to meet their Advisors and ask questions in preparation for our **first day of in-person learning on Wednesday, September 8**. This session is mandatory for all students.



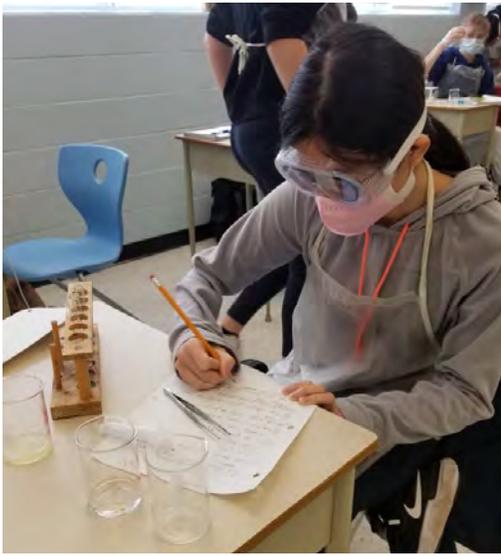
The School Day

What to Bring

To support a safe and comfortable environment, students are asked to bring the following items clearly labelled with the student's name:

- » Knapsack or tote bag for personal belongings;
- » Face masks (see below);
- » Personal water bottle;
- » Yoga mat (to support social distancing during outdoor classes and indoor activities);
- » Seasonal outdoor wear; and
- » Students who take PE should wear their uniform to school and bring PE clothes appropriate for outdoor weather conditions.

Lockers and change rooms will be available for the 2021-2022 school year.



Face Masks

Students: All students will be required to wear ASTM-certified Level-3 Masks provided by the School when indoors, including in hallways and classrooms (except when seated and eating).

Teachers and Staff: All school-based staff will be required to wear ASTM-certified Level-3 Masks. The use of protective eyewear is encouraged.

Exceptions: Staff or students with medical conditions may be exempted from wearing masks by the Head of School, guided by school policies and in consultation with the school nurse.

One mask may safely be used for the entire school day and only needs to be replaced if it becomes wet or soiled. We have confirmed that taking off the mask using proper hand hygiene and replacing it after eating is acceptable practice. The School has ordered sealed recycling boxes to be placed at all main exit doors so that students and staff may deposit used masks into the container upon exiting the building. The masks will be recycled by Terracycle.

Students are encouraged to remove masks outdoors when social distancing rules are observed. Students will also be permitted to remove masks during non-strenuous indoor gym classes, and modified masks will be used for the indoor playing of instruments. **Guidelines will be reviewed on an ongoing basis and may be modified for unvaccinated students.**

Please see the Province of Ontario website for additional information on how to properly wear, fit, remove, and clean face masks. Instruction and support for the wearing of masks will be provided to students as part of our back-to-school health and safety orientation.



Before Coming to School

Each student must complete the online COVID-19 screening tool prior to arriving on campus. A staff member must confirm completion of the screening before the student is allowed to enter the building. A link to the app will be sent to families before the start of school.

Designated Entry Doors

To facilitate speedy entry in the morning and to limit unnecessary travel through the building, each grade will be assigned an entry/exit door. This will be the only door that students should use for arrivals between 7:45 and 8 a.m., for accessing outdoor activities and departing at the end of the school day.

Entry Doors by Grade	
Grades 4 to 6	Lion Door
Grades 7 and 8	Chapel Door
Grades 9 and 10	Kamcke Entrance (across from Gym)
Grades 11 and 12	Tower Door

Latecomers may only enter by the Tower Door.



Go Train Shuttle

Morning pick up for students arriving at the Whitby GO Station is 7:34 a.m. Students (except for siblings) arriving by GO Train must socially distance when getting on and off the shuttle and during transport to and from the Castle. Students taking the morning shuttle will be dropped off at the Heart (the driveway loop around the front of the Castle) and will walk to their respective entrance doors for the daily health screening. Students taking the after school shuttle will walk to the Heart for 3:40 p.m. pick up or 5 p.m. pick up.

Morning Drop Off

Vehicles dropping off students in **Grades 4, 5, 6 and Grades 11 and 12 will enter the campus by the main gate** and keep to the right. Students will be dropped off at the courtyard area in front of the School. Vehicles will continue around the Heart (the driveway loop around the front of the Castle) and **exit by the main gate.**

Vehicles dropping off students in **Grades 7, 8, 9, and 10 will enter the campus by the Service Road** (south of the main gate). Students in Grades 9 and 10 will be dropped off at the Kamcke door. Students in Grade 7 and 8 will be dropped off across from the tennis courts where they can walk on the sidewalk to the front door of the Chapel. Vehicles will merge with traffic coming from around the Heart and will **exit by the main gate.** Vehicles providing **drop offs for multiple grades** must follow the above traffic flow guidelines but may elect to drop all students off in one area and have them walk to their assigned entrances. Signage will indicate routes for all vehicles.

For the safety of our students, vehicles must drive in a single lane and not pass other vehicles during drop off. Please ensure that your daughter exits the vehicle promptly at drop off to avoid holding up others in the line. Parents are asked to remain in their car during drop off.

Entering the Building

A faculty or staff member will greet each student at her assigned point of entry to confirm that her COVID-19 screener has been completed. Students will be reminded to put on a mask and to socially distance as they enter the building.

Student key fob access will be disabled to prevent unsupervised entry during the day. Boarders' fobs will be enabled after 3:45 p.m. Monday to Friday and all day on weekends.



Early Arrivals

Students who must be dropped off prior to 7:45 a.m. may enter the Castle beginning at 7:30 a.m. by the Tower Door. Students will be screened and allowed to wait in a designated area prior to going to class at 7:45 a.m.

Late Arrivals

Parents are asked to ensure the timely arrival of their daughter each morning. **Students arriving to school after 8 a.m. must enter through the Tower Door** and will be required to wait until they can be cleared for entry and their COVID-19 screening status confirmed by the school nurse or a school administrator. Students may not enter through any other door nor by-pass the main office when entering late.

Pick Up

Day students are asked to leave campus by **3:45 p.m.** unless they are attending After School Care (Grades 4 to 6) or participating in after-school activities. Students in Grades 7 to 12 who need to stay late will be asked to work in an assigned area. Outside seating areas will also be available for students who are awaiting late pick up. The purpose of this new protocol is to limit unnecessary student movement through the School.

Pick up locations will be the same as morning drop off. Parents are asked to observe the same guidelines and traffic flow patterns as morning drop off to ensure the safety of students.

After School Care pick up is at the Lion Door. Late Grade 7 and 8 pick up is at the Loggia Door and Grade 9 to 12 pick up is at the Tower Door.

After School Waiting Areas

Grades 7 and 8	Loggia
Grades 9 and 10	Project Room
Grades 11 and 12	Common Room

Any student may wait for pick up outside.
Siblings in separate cohorts may wait together outside or wait inside separately in their assigned cohorts.



After School Care

Students in Grades 4, 5 and 6 who remain on campus after 3:45 p.m. must attend supervised After School Care at an additional fee. Students will enjoy supervised outdoor play, an after-school snack, activities and homework help during this time. After care is available until 5:30 p.m. Monday through Friday. Additional information will be provided to Lower School families before the start of school.

Upper School Spare Periods

All students are required to be at school for 8 a.m. regardless of spare periods and must attend Advisor and Assembly. Upper School students on a spare may work in the Loggia or the Common Room.

Day students with an afternoon spare may sign out following their last class of the day. Boarding students may return to their residence floor.

Leaving Campus

Students are not permitted to leave campus once they arrive at school for the day, except for necessary medical appointments. We ask that parents try to arrange appointments at the beginning or end of the school day to limit daily student movement on and off campus. Where a midday appointment is unavoidable, students may return to school.

COVID-19 Protocols

Day Student or Staff Illness

If a staff member or day student calls in sick, the school nurse will contact the individual and review their signs or symptoms. If COVID-19 is suspected, they will be instructed to contact their healthcare provider or Public Health department to arrange for a COVID-19 test.

Boarding Student Illness

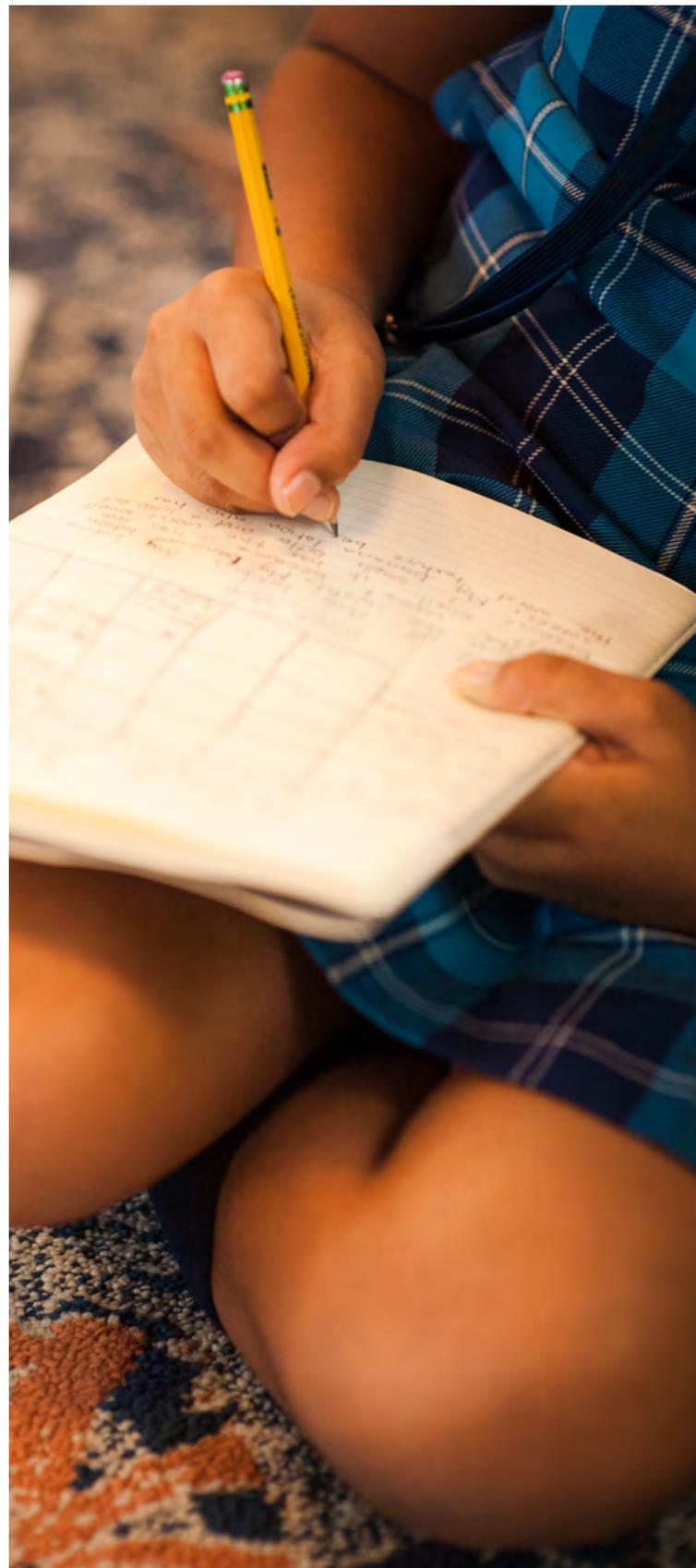
If a boarding student complains of illness symptoms, they will be screened by the school nurse. If illness is confirmed, the student will remain in the Health Centre until picked up by her guardian. If COVID-19 is suspected, the school doctor will be contacted to request a COVID-19 screening and the student will be sent for a test at the local testing centre. In the rare event that the guardian is unable to take an ill student, a night nurse will be brought in to supervise the ill student during after-work hours and the student will stay in isolation in the Health Centre.

Illness During the School Day

If a student complains of illness symptoms, they will be screened by the school nurse. If illness is confirmed, the student and any siblings will remain in the Health Centre until picked up by her parent/guardian. If COVID-19 is suspected, the student (and any sibling(s) of the student) will be instructed to contact her healthcare provider or Public Health department to arrange for a COVID-19 test.

Returning to School After Illness

If a student tests **negative** for COVID-19, she will be allowed to return to school when she is **24 hours symptom free without fever-reducing medication**. If a student tests **positive** for COVID-19, **the school nurse will coordinate the student's return to school with the student's doctor and local Public Health officials**.



Exposure to COVID-19 Protocols

A **vaccinated student** who is exposed to COVID-19 and **has no symptoms is not required to self-isolate** and may attend school. The student should be monitored for the onset of any symptoms, and the school nurse may recommend that the student be tested for COVID.

An **unvaccinated student** who is exposed to COVID-19 **must be tested immediately and then self-isolate for 10 days**. If the initial test is **negative** the student must **continue to self-isolate and a second test must be administered on Day 7**. If the second test is **negative**, the student may return to school after completion of the 10-day isolation period.

The school nurse will provide support and guidance to families as they navigate through public health and school COVID-19 protocols.

Suspected or Confirmed COVID-19 Case Protocols

The Head of School and the local Public Health department will be notified by the school nurse when a potential case of a reportable communicable disease has been identified. Where a student tests positive, the School will follow the direction of Public Health with respect to communications, contact tracing, quarantining and any required school closures.



Travel and Quarantine

During the school year, any **vaccinated or unvaccinated** student who travels to or who resides with family members, guardians, or other individuals who travel to any destination that requires a quarantine period upon return to Ontario, must complete the quarantine off campus prior to her return to campus.

The decision for a student to travel outside of Canada is an individual one but is strongly discouraged during the school year because of the possible disruption to the student's learning.

Campus Life

Co-Curriculars

From September to December, weekly co-curriculars will take place during the school day and after hours using a combination of in-person and online formats. All students are encouraged to join a club or activity as a way to explore interests outside the classroom and to connect with students across the grades. Team sports and more extensive club offerings will resume as soon as it is safe to do so.

Sports

The School will offer three terms of co-curricular sports beginning with the fall season in September. Participation in inter-school play and travel to other schools for games will be assessed on an ongoing basis and will depend upon the type of sport, regional infection rates and other factors including the policies of competitor schools. **Please note that each CISAA school will have its own vaccination policy and such policies may impact the full participation by unvaccinated students at the Junior and Senior division levels.**



Camp and Field Trips

The School will not attend camp in September. Winter overnight camp options are being reviewed and a decision will be made closer to the date and dependent upon Public Health recommendations. Field trips involving bus transportation may be approved based on Public Health recommendations at the time of travel. Teachers will continue to explore local options to enhance our students' learning outside the classroom.



School Spirit

We look forward to celebrating our school through spirit days, House challenges, and fun TASC activities. Information will be shared with students throughout the year. Our goal is to find creative, safe, and innovative ways to show the Trafalgar spirit!



Classrooms are set up to allow for physical distancing of students with desks placed approximately 3' apart.

Academics

Edsby

The School uses Edsby, a digital learning management platform that helps parents stay connected with the School and with a student's teachers. The Edsby app allows for streamlined two-way communication between home and school, including online registering of student absences, access to lunch menus, daily announcements, and document retrieval. Edsby accounts will be assigned and training will take place in September.

Classroom Setup

Classrooms are set up to allow for physical distancing of students with desks placed approximately 3' apart. The number of students in each class is determined by the size of the classroom.

Cohorts and Groups

A **cohort** is a smaller group of students and teachers that remains largely intact and separate from other cohorts throughout the school day and over the course of the term. Cohorts help to minimize the possible spread of illness and make contact tracing easier if an individual contracts COVID-19.

A **group** represents the number of direct and indirect contacts a student typically has at school. The Ministry of Education's Guidelines for Reopening Schools recommends group sizes of 50 for elementary and 100 for secondary. Group size limits at Trafalgar Castle School will meet ministry guidelines.

Students in **Grades 4, 5 and 6** will function as three cohorts and one group. **These students and their teachers will occupy Upper Main**, providing them with separate classrooms for each grade in addition to open spaces to accommodate the physical movement we know to be essential for our youngest learners. Washrooms in this area will be used only by this group of students. They will have a designated recess area.

Students in **Grades 7 and 8** will function as three cohorts (one Grade 7 class and two Grade 8 classes) and one group (Grade 7 and 8 combined). French, PE, and the arts will be taught to individual classes. **These students and their teachers will occupy the classrooms under the Chapel**. Separate washrooms will be assigned to Grade 7 and Grade 8. They will have a designated recess area.

Students in **Grades 9 and 10** will function as two cohorts and one group. Each cohort (i.e., grade) will be made up of two classes. Students will remain in the same classroom for the majority of their courses and teachers will come to them. **These students and their teachers will occupy the Junior Lab hallway and the Lower Main wing.** Movement across grades is limited to elective courses and instances where students are taking courses outside their grade level. Students in these grades will be assigned to Upper School specific washrooms.

Students in **Grades 11 and 12** will function as one cohort/group. Students in these grades will rotate between classrooms. Classrooms used for Grade 11 and 12 courses will not be used by other grades. Students in these grades will be assigned to Upper School specific washrooms.

Multiple **outdoor spaces** have been created around campus to allow for learning and socialization.

Boarding Cohorts

Boarding students are assigned to smaller “family” units made up of girls who live on the same floor. Boarding families function as special cohorts before and after the school day. The Castle is their home and members of each family may interact without social distancing.

Masks must be worn by boarders at all times when in common areas of the School, even after hours, except in the Dining Hall during meals. Masks are to be worn at all times in the hallways and washrooms.

Boarding students from different family units must observe social distancing rules and may not enter areas of the residence other than their assigned floor. Boarders, even in the same family cohort, may not enter each other’s bedrooms.

During the school day, all students, including members of boarding families, must observe social distancing rules.

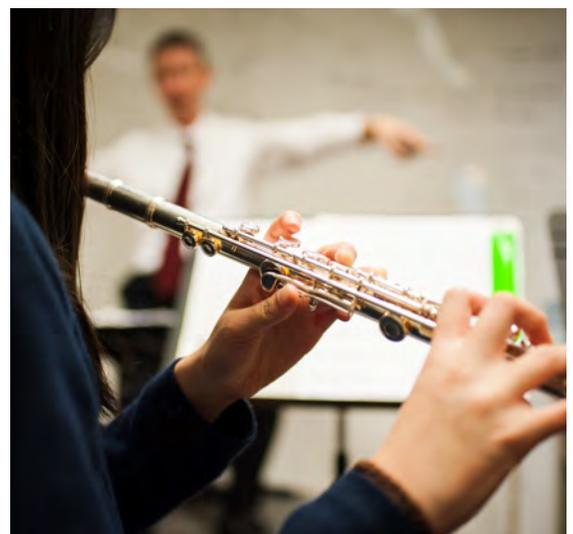


Indoor Physical Education Classes

While outdoor gym classes will be common in the nicer weather, regular gym classes may now take place indoors. Masks may be removed indoors during low-exertion sports where physical distancing can be maintained. High-exertion activities will continue to take place outdoors.

Music

The indoor playing of instruments will resume with additional safety measures. Singing remains prohibited until further notice. Private piano lessons are scheduled to resume in person in October depending upon public health guidelines.



Semester Learning

A semester system divides the school year into two academic terms (September to the end of January; end of January to June). In the Upper School, students will take up to four courses in Term 1 and up to four courses in Term 2, with four 80-minute periods per day. Semesters minimize the number of contacts between students.

To minimize movement through the School and to create consistency of routines, there will be only two days in the cycle for Lower School and one day in the cycle for Upper School. In the Lower School, the change to semesters will have little to no impact on the school year as Term 1 and 2 will remain largely the same.

Distance Learning

The School will be prepared to move to distance learning if the province orders the closure of schools. In the event of a transition to distance learning, a communication will be sent to all families providing further details.

Food Services

Meals

Grades 4, 5 and 6 will eat lunch in the Dining Hall in order to provide greater physical distance between our under-12 (unvaccinated) students. For students in Grades 7 through 12, individually packaged lunches will be prepared in the school kitchen and safely delivered to classrooms.

Individually packaged snacks will be delivered to classrooms during the mid-morning and mid-afternoon breaks. Fresh fruit and granola bars will be available after school for students who are remaining for after-school activities.

Our foodservice staff will ensure that students' allergies and dietary restrictions or observations are carefully followed. We acknowledge that the wide choice we typically offer is not possible during this time and thank families for their understanding as we work to ensure the health and safety of our students.

There is no option to opt-out of food service during the school year. During this period of limited food offerings, however, students may bring nut-free food items to school to consume during scheduled snack and lunchtimes only. Food items may not be shared with another student including sibling(s) and any item containing, or thought to be containing, nuts will be confiscated. Students do not have access to refrigeration, microwaves or hot water at any time during the school day. All garbage from food items brought into the School by a student must return home with the student and may not be disposed of in school.

Food may not be delivered to students during the school day.



Parents and Visitors

Visitors on Campus

We thank all families for helping us maintain our campus bubble during the school day to protect our students and staff. Visitors to campus are strictly limited and parents and guardians are asked not to enter the school building unless they have a scheduled appointment. Where possible, parent meetings, information sessions, and parent-teacher interviews will be scheduled virtually. We look forward to resuming visits and gatherings when deemed more safe.

Student Absences

Parents are asked to enter their child's absence on Edsby before 8 a.m. to avoid the school office calling to confirm the absence. Future absences that are known (e.g., medical appointments) may be entered on Edsby in advance.



Key Contacts

For questions specific to the areas listed below, please contact the appropriate staff member. For additional contacts, please see the Who to Contact 2021-2022 List.

Academics

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