

## COVID-19 Symptoms

The school continues to operate the following system

- No member of staff, student or visitor should come into school if they have COVID-19, have tested positive in the last 7 days, or are displaying symptoms.
- Anyone who becomes unwell at school with a new, continuous cough or a high temperature or has a loss or change in, their normal sense of taste or smell, will be sent home and told to self-isolate for at least 7 days and arrange to have a test. They will not be allowed to return to school during this period.
- At this point, any siblings in school will also be sent home, even if they do not have symptoms, as this is in line with NHS guidance. They will have to self-isolate for 14 days from when the symptomatic person first has symptoms. They will not be allowed to return to school during this period.
- We would advise all parents/carers to outline this guidance very clearly to their child so they understand the consequences of presenting at student services with any actual or perceived symptoms.

## Entrance onto school site

- The school site will only be accessible from 8.40am.
- Year 11 students enter via main reception 8:40- 8:50am.
- Year 10 arrive between 8:50- 9am.
- Year 9 arrive between 9-9:10am.
- Year 9/10 enter via the rear entrance to the building.
- They will be directed to wash their hands and use hand sanitiser. The hand sanitiser will be administered by staff on duty at the door, or students may choose to bring their own.

## Hygiene and cleaning

- Every classroom will have a cleaning caddy which includes hand sanitiser. It is an expectation that students use the hand sanitiser on entrance to, and on exiting, the classroom.
- Hand sanitiser must be used before eating lunch and on exit.
- Additional cleaning of high use public areas will take place during the school day.
- Additional cleaning will take place to regularly clean door handles, desks and public areas to reduce the risk of transmission.
- Good respiratory hygiene will be promoted using the 'catch it, bin it, kill it' approach. We advise all students to bring a supply of tissues to school in their school bag/pocket, however, tissues will be available in each classroom.

## Year Group Bubbles

We have put a number of measures in place to keep students safe as outlined in the DfE guidance. Our entire school is being viewed as one overarching bubble, but efforts will be made to separate teaching groups to prevent students mixing with other bubbles, where possible. Please note vocational groups will not be taught in daily teaching groups but will share facilities and be co-taught in these lessons. These measures include:

- Break - All students will have 15 minute break time within their P2 teaching classroom with their teaching group, supervised by staff, at 11:10am. The main social space will not be used, to limit interaction between different 'bubbles'.
- Lunch - All students will have 15 minutes lunch time within their P4 teaching classroom at 1:25pm with their teaching group, supervised by staff. Lunch time will be reduced to 15 minutes to ensure students have limited time for social contact.
- There will be no mixed year group assemblies.
- Movement between rooms will be supported by 'holding bays' in the social space to minimise contact between students in the corridors.
- Staggered exit from school site. Year 11 will exit school between 2.30pm and 2.35pm. Year 9 and 10 at 2.35pm.

## Pastoral structure

- Tutor groups will be arranged into their teaching groups as students can stay with the same group of students for registration and then almost all of their lessons throughout the week. This will be explained to all students on their first day of term.
- These changes are necessary for us to operate teaching group bubbles of students to limit interactions. This is an essential part of the school's risk assessment.

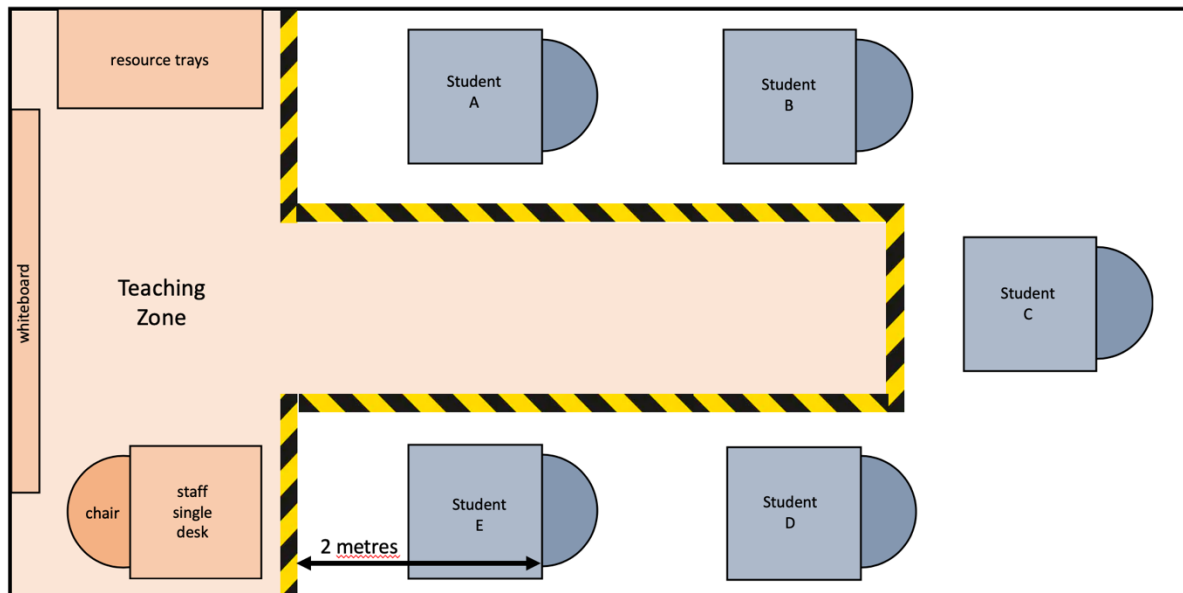
## Movement around the school

- A one-way system is in place throughout the school to reduce the risk of transmission in corridors.
- Students will move around the school site to their lessons. They will be reminded to socially distance, where possible.
- Lessons will still be taught in specialist rooms such as IT, graphics, science, D&T etc.
- Vocational subjects cannot be roomed in teaching groups. As they will move around the school to their lessons, with different students in their group, they will be reminded to socially distance, where possible.
- A typical timetable for one day for a Y11 student may look like this. This highlights how these classes will have restricted movement around the school site.

Time	Subject	Location
8.40-9.10	Registration	Maths Room 1
9.10-10.10	Maths	Maths Room 1
10.10-11.10	English	English Room 1
11.10-11.25	Break	English Room 1
11.25-12.25	Science	Science Lab
12.25-13.25	Graphics	Art Room
13.25-13.30	Lunch	Art Room
13.30-14.30	Graphics	Art Room
14.30-14.35	Staggered exit	Front Door

### Social distancing

- Each classroom has a teacher 'T' zone at the front and centre of the room. Teachers are advised to remain at the front of the room to try and maintain a 2m distance from students. Teachers are also advised to socially distance from other adults in school.



- Students will be advised to keep their distance from other people on school site, if possible. However, we recognise that this will not be practical at all times. Students must not touch staff or their peers.

## **Classroom layout**

- Students must be sat side by side and facing forwards. This means all classrooms will be laid out in rows.
- Students will be advised to avoid face to face contact, within 1 metre, with their peers or adults.

## **Student mental health and wellbeing**

- Additional support will be given to those students who have been identified as requiring support on their return.
- Students who have returned during Summer term will already have completed a wellbeing meeting. This will be revisited in September
- On return all students will have a 1:1 wellbeing discussion with an allocated member of staff to discuss their time away from school and consider what additional support may be required, if necessary.

## **Behaviour Policy**

- The school Behaviour Policy has been updated to include the new rules/policies with regards to COVID-19 measures.
- These will be communicated to all students in the first week of the new academic year.
- The new policy will be shared with parents/carers, once approved by Trustees.

## **Uniform**

- The school will return to a full school uniform policy (please see expectations letter which has been issued with reports for details). Sanctions will be used for students who do not follow the school uniform policy.
- Uniform does not need to be cleaned any more than usual, nor do they need to be cleaned using methods which are different from normal.

## **Transport**

- More detail on the operation of school transport will be issued in due course when it is released by Nexus, following the parent survey completion (sent out to all parents via email 14<sup>th</sup> July 2020).
- However, we are aware that all students will be required to use a face covering on the bus at all times. No student will be permitted to travel without a mask.

- For students who use public transport, the guidance encourages parents and students to consider alternatives such as walking or cycling. This is because there will be limited space on public transport due to social distancing measures on public transport.

### Face Masks

- Face masks are not advised to be worn in the school environment\*, however, they are compulsory on school and public transport. **\*NB: this government guidance may change**
- When students arrive at school they should remove their masks carefully, avoiding touching their face covering when removing them.
- Students will then put a temporary face covering in a covered bin or place a reusable face covering in a plastic bag that they can take home with them.
- They must use hand sanitiser immediately after this process.

### Equipment

- Students do not need to bring any equipment from home. School will provide them with their own pencil case and any school books they require. GCSE revision study guides and work books can remain at home until requested to bring them into school. They cannot share pens, pencils etc.
- Students will not be able to share equipment that is used by staff, although teaching staff are able to collect in students' work/books for marking.
- Any equipment that is used between vocational 'bubbles' such as D&T, cookery, graphics equipment will be cleaned frequently, or where possible, rotated to minimise the risk of transmission.

### Support for SEND/Vulnerable students

- We recognise that some vulnerable students and students with SEND may need specific help and preparation for the changes to routine that this will involve. Lindsay Howells, our school SENCo has started to plan to meet these needs.

### Physical Activity in schools

- Sports equipment will be cleaned between each use by different year group 'bubbles'
- Contact sports will not be part of the curriculum.
- Outdoor sports will be prioritised.

### School Events

- All key school events in the first half term will be held virtually.
- More details on each event will be issued in due course.

## PPE

- The majority of staff in school will not be required to wear PPE.
- PPE will be worn by any staff member who is dealing with a student who becomes ill with COVID-19 symptoms while at school, if a 2m distance cannot be maintained.
- PPE will be worn when supporting a student who has routine intimate care needs.

## Visitors on site

- The school has a visitor risk assessment in place.
- Visitors to site will be discouraged, with remote communication methods preferred where possible.
- For those visitors whose presence on site is essential, these visitors will be reminded about social distancing and hygiene when they arrive on site.
- Ideally these essential visits will happen outside of school hours, where possible.

## Risk Assessment

- The school COVID-19 risk assessment will be published in September on the school website
- This will detail all measures in place to minimise the risk of transmission.

## Staggered start to Autumn term

To re-introduce students into the school environment safely, and 'walk' them through the changes on site, we will need to stagger the start of term across three days. This will also support the new Year 7 and new Year 12 students who did not have a transition on school site in the summer term.

Students will be able to access the school site from 8.30am onwards. The staggered start is as follows:

- **Tuesday 1st September:** PD Day- staff will receive training on new procedures and measures.
- **Wednesday 2nd September** 8.40am Year 11 ONLY
- **Thursday 3rd and Friday 4<sup>th</sup> September** 8.50am Year 9, Year 10 **and** Year 11

We understand that the school will be operating in a very different way to usual but please rest assured that we are putting the safety of our students and the staff first.

**These plans may be subject to change if Government advice changes over the summer break.**

Parents/carers will be informed of any changes via email.

Thank you for your continued support.

