

RETURN TO SCHOOL: Guidance for parents 4 September 2020

As we prepare to re-open to all pupils from Monday 7 September we have completed a detailed 'Risk Assessment' of procedures in light of government guidance and more detailed information from the local authority. You can be assured that safety is at the forefront of our planning to re-open school.

We are very aware that there will be some anxieties about returning to school and some things will need to be different. We will be taking the time to explain our new procedures through our phased return programme. Please can you also take time to go through the following information with your child in order to make returning to school as smooth as possible.

COVID symptoms

- Pupils must not attend school if they, or anyone in their household, show any COVID symptoms. Please ensure you make us aware if your child's absence is COVID related so it can be recorded appropriately.
- If a pupil develops symptoms whilst on site we will need to send them (and any family members) home to self-isolate. For KS3/4 pupils we will ask you to collect them and isolate them whilst they await collection.
- If, after demonstrating symptoms, they subsequently test negative then the pupil (and any household members) can return to school and end their self-isolation once the test result has been shared with school. However if the pupil has been contact traced they must continue to self-isolate as instructed by Track and Trace even after a negative test result.
- In the event of a positive test result you must inform the school immediately. We will make contact with the relevant public health body and follow the guidance given. You will need to be ready and willing to provide details of anyone the pupil has been in close contact with to NHS Test & Trace.

Updating personal information

If there have been any changes to your child's medical needs, allergies or emergency contact details then please ensure you have made the school office aware so we can update our records and, where necessary, prepare appropriately.

Face Coverings

In line with the latest government guidance pupils and staff may choose to bring and wear a mask on corridors, communal areas and in the school grounds but masks are not permitted in lessons.

If your child chooses to use a mask they must:

- Remove it immediately on entry to a classroom
- Not touch the front of their face covering during use or when removing it.
- Safely store their mask in an individual, sealable plastic bag between use.
- Wash or sanitise their hands before and after touching, including to remove or put them on.

If your child will be wearing a face mask to or at school then please ensure they practise putting it on and removing it safely at home. For suitable application of face masks and coverings please follow the link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf

PPE

Staff will wear appropriate PPE when required, but these circumstances are very specific and very limited.

Hygiene

- Regular hand-cleaning will be required. Pupils will be encouraged to be in the habit of handwashing for 20 seconds using soap and water, and it is important that hands are properly dried.
- All pupils will be expected to wash hands on arrival at school (either in a designated toilet or a classroom), and to wash or sanitise hands at the start of each lesson.
- Pupils should bring hand sanitiser with them to school, although some (alcohol based) sanitiser will be available if needed.



- If they need to sneeze or cough, they should do so into a tissue where possible or, failing that, into their elbow. If they sneeze or cough into their hands, it's important that they wash or sanitise them straightaway to avoid spreading germs. Any used tissues must go straight into the bin.

How can you stop coronaviruses spreading?

<p>If you need to cough or sneeze</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Catch it with a tissue</p> </div> <div style="text-align: center;">  <p>Bin it</p> </div> <div style="text-align: center;">  <p>Kill it by washing your hands with soap & water or hand sanitiser</p> </div> </div>	<p>You should wash hands with soap & water or hand sanitiser</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>After breaks & sport activities</p> </div> <div style="text-align: center;">  <p>Before cooking & eating</p> </div> <div style="text-align: center;"> <p>SCHOOL ETC.</p> <p>On arrival at any childcare or educational setting</p> </div> <div style="text-align: center;">  <p>After using the toilet</p> </div> <div style="text-align: center;">  <p>Before leaving home</p> </div> </div>	
<p>✔ Try not to touch your eyes, nose, and mouth with unwashed hands</p>	<p>✔ Do not share items that come into contact with your mouth such as cups & bottles</p>	<p>✔ If unwell do not share items such as bedding, dishes, pencils & towels</p>

- Water fountains will be out of use but water bottles brought from home can be re-filled using any tap around school.
- Pupils will be able to use any toilets. Touch points will be wiped down regularly during the day

Cleaning

- Thorough cleaning each day will protect surfaces during the following day.
- Touch point cleaning will take place regularly during the day.
- Additional cleaning materials will be available in all classrooms for use by staff and pupils.
- Pupils will assist in wiping down shared resources and contact points in lessons (e.g. computer keyboards and mice)

Parents/visitors coming in to school

- Our aim is to minimise parents and visitors coming into school.
- Parents/carers should only come onto the school grounds by prior arrangement if possible, report to the Main School reception and maintain appropriate social distance.
- Wherever possible please avoid the need to drop off items for your child to help us minimise the number of people on site. Please check each morning to ensure they have everything they need.
- We are asking visitors to wash or sanitise hands on entry where possible.

Learning spaces / Classrooms

- Pupils will be organised in year group bubbles to allow the normal timetable to run. In the sixth form Year 12 and 13 students will be kept at a distance when needing to attend a subject class together.
- Pupils will move to different rooms to access the curriculum.
- Classrooms will be setup to enable social distancing between staff and students, and to avoid direct face to face contact between pupils where possible.
- Where possible doors and windows will be open to aid ventilation and minimise contact with handles.
- On arrival pupils should walk straight into a classroom.
- Pupils will sit next to, and mix with, various pupils in their different teaching groups within their year group "bubble". They will be expected to face forwards and not face to face where possible. Screens have been installed in teaching spaces where it is not possible to avoid pupils facing one another.
- Staff will work across year groups to enable the curriculum to be delivered. They will maintain social distancing from pupils (and other staff) wherever possible.
- Schemes of work will be adjusted to take account of current risk assessments. Practical work will continue as far as is possible in all subjects with suitable adjustments in place.

Moving around the site

- Pupils will need to move around the site between lessons.
- Adjustments to the timetable have been made to reduce the amount of movement each day.
- Movement is via a one-way system to minimise congestion. External doors will be designated for entry or exit. There are some areas which are required to be 'two way' in order to ease movement around the site and, in these instances, pupils should give way and pass others with distance where possible.
- Clear signage is in place on the floor, on doors and hanging from the ceiling to remind pupils.
- Pupils should avoid contact with pupils from other year groups.
- In the event of an emergency, evacuations will continue as normal in line with our existing policy. It will not be necessary to abide by the one-way system in these circumstances as we are looking to get everyone out of the building as quickly and effectively as possible.

Assemblies

Assemblies will take place for up to half year groups with spacing between groups.

Start of the day

- Pupils will be expected to wear the expected school uniform.
- Pupils should only bring to school the essential items they need for the day (books, stationary, coats).
- Pupils should arrive at the time and door designated to their form group to enable staggered entry to school.

Break and lunchtime

- Year groups will be kept separate at break and lunch times in designated areas.
- Pupils should not mix with pupils in other year groups and will be expected to socially distance from other pupils in their year group when there is opportunity to do so.
- The dining centre will not be open to pupils at breaktime.
- The dining centre will only be available to Year 7 at lunchtime.
Free school meals will be pre-ordered and delivered to pupils in other year groups, and it is hoped to enable a pre-order system to all pupils in due course but initially packed lunches will be needed.
- Year 11 will be the only year group to be able to use the LRC every lunchtime.
- Non-lesson supervision will feel different for staff and pupils, and will need extra care around the school site.

End of the day

- Pupils will be dismissed at different times based on their year group.
- All pupils will need to leave the site promptly at the end of the school day unless attending an organised after-school activity. They will not be able to meet up with friends or wait for siblings on site.

Remote Learning

In the event of any further school closures, school staff would revert to remote learning from home as happened in the original lockdown. This would use email contact, Microsoft Teams and a range of online resources where teaching staff have received training to enable them to switch quickly and efficiently to this remote method of teaching. Our new Year 7 pupils will be shown how to utilise some of these online tools as part of their initial induction programme.