

Guidance for parents and students returning to school in September 2020 20 August 2020

This document should be read alongside the table showing information about year group locations, arrival and departure times. It is correct at 20 August, but may be superseded by any information from the Local Authority or the government before schools re-open.

The current government guidance is that all schools should open to all students in September 2020 and to provide an educational experience that is as close to normal as possible.

We are looking forward to seeing students in school and working with them to resume learning. However, it is important that the information below is read and absorbed by all students.

It is essential that everyone complies with the guidance issued by Public Health England to prevent the further spread of the virus.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) students must clean hands thoroughly more often than usual
- 3) we must all ensure good respiratory hygiene by promoting and using the 'catch it, bin it, kill it' approach
- 4) school has introduced enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible

Numbers 1 to 4 must be in place in all schools, all the time.

Response to any infection:

Additionally, engage with the NHS Test and Trace process

Travel to school

Government guidance is that, where possible, students walk or cycle to school, to be in the fresh air. Where this is not convenient, students may be brought to school in parents' cars – please do not come on to site via either entrance (unless your child has to be dropped off on site for medical reasons), but park locally and let your child walk the remainder of the way onto the school site (this is because we are using a number of different school entrances and we need the entire site to be as traffic free as possible, for safety reasons).

If your child is using public transport, they will need to wear a face mask as set out by government guidelines. The Local Authority has met with the bus companies and information will be forthcoming in the lead up to 1 September.

Students should not enter the school buildings before 8am.

From September 2 normal school uniform for the autumn/winter should be worn by students. This includes blazers, shirts, ties, grey tailored trousers or skirts and black school shoes (not trainers).

At the time of writing, face coverings are not to be worn in schools.

Timings of the day and locations of lessons (other than on the first day that students are in school – see website for details)

See the separate document for timings and locations. We have created a number of areas of the school for year groups to occupy – most lessons will take place in these classrooms. Examination year groups will move around more, as they will need to occupy specialist spaces like labs or DT rooms.

If a student is late to school (more than 15 minutes late) they will need to go to the Pastoral Office.

Changes to routines

We have tried to maintain as much normality as possible, but there are a number of important differences.

The Vertical Tutor Groups have had to be adjusted temporarily, as year groups are advised not to mix on a regular basis. In their place we have year group forms; each House Progress Leader will assume responsibility for a year group. In September, Miss Percival will lead Y7; Ms Crooks Y8; Miss Moody Y9; Mr Needham Y10 and Mr Cutting Y11.

Students will have specific social areas for break and lunchtime – these are to keep year groups apart from each other as much as possible.

Students will wear coloured lanyards to identify their year group; they will have a card to pay for their food on the lanyard. Please use ParentPay as much as possible to top up cards, to reduce the amount of cash being handled in school. It is vital that students have their lanyard each day. Free School Meals students will use the card to identify themselves at the tills.

Equally, if you need to pay money for items in school, no cash will be handled; payments should be by ParentPay or by cheque.

In lessons, teachers will be teaching from the front of the room, to maintain 2m social distancing; all desks will face the front and classrooms will be filled from the back row forwards.

The government advises that stationary is not shared by students. To help with this we have set out lists of the equipment that a student should have with them for a day's learning:

Essential in a pencil case:

- 4x Pens (blue or black)
- 2x Red pens (for feedback tasks)
- Pencil(s) and sharpener
- Ruler
- Rubber
- Calculator (preferably scientific)
- Pack of 12 coloured pencils

- Hand sanitiser
- Plus 2 x filled bottles of water (water fountains will not be accessible to re-fill in school)
- Reading book

Desirable (because they are frequently used)

- Highlighters (multiple colours)
- Glue-stick
- Pair of (safety) scissors
- Pack of tissues

If a student does not have access to any of the above, it might be possible to lend them items from school supplies, but this might lead to issues with hygiene and items being quarantined.

If a child feels unwell during the school day:

They should request medical call out from the teacher in that lesson. They must be clear about the symptoms that they have.

Normal symptoms will be dealt with as usual.

If those symptoms appear to be COVID 19 related, the child will be isolated in A01 and parents will be called to take the child home immediately. The family must organise for a COVID test to take place as soon as possible (preferably that day) and the school must immediately be informed of the result, so that it can follow Public Health England's guidance at the time.

Equally, it is vital that if your child is unwell at home with COVID symptoms, you must keep them at home, request a test and inform the school both before and after the test.

Both of the above are vital for the overall safety of the school and all its students and staff.